

TITLE 820 STATE BOARD OF COSMETOLOGY EXAMINERS

NOTE: Originally adopted by the Board of Beauty Culturist Examiners. Name changed by P.L.257-1987, SECTION 20, effective September 1, 1987.

ARTICLE 1. BEAUTY CULTURE SCHOOLS AND SHOPS (REPEALED)

(Repealed by State Board of Cosmetology Examiners; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990)

ARTICLE 2. LICENSING

Rule 1. Licensing Requirements; Miscellaneous Provisions

820 IAC 2-1-1 Transfer of licenses prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-4-4

Sec. 1. (a) Under IC 25-8-4-4, licenses issued by the board may not be transferred. Accordingly, cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons may not operate under new ownership or in a new location until a new license has been issued by the board.

(b) Subsection (a) does not apply to cosmetology salons changing locations if approved by the board under IC 25-8-4-4. *(State Board of Cosmetology Examiners; 820 IAC 2-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1401, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 2-1-2 Cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons; mobile structure prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. Cosmetology schools, cosmetology salons, electrology salons, manicuring salons, and esthetic salons may not be located in mobile structures. *(State Board of Cosmetology Examiners; 820 IAC 2-1-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1401, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 2-1-3 Cosmetology school license applications; notice of intention

Authority: IC 25-8-3-23

Affected: IC 25-8-5-2

Sec. 3. (a) Thirty (30) days prior to submitting the application for a license, an applicant for a cosmetology school license shall file a "notice of intention" on a form provided by the board listing the owner's name and the location of the school.

(b) Subsequent to the filing of the notice of intention, an on-site inspection of the proposed cosmetology school shall be made by a member of the board.

(c) Within sixty (60) days after filing the notice of intention, the applicant must file a cosmetology school application and pay the required fee, or the notice of intention shall be null and void. *(State Board of Cosmetology Examiners; 820 IAC 2-1-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 2-1-4 Application for cosmetology school license; required items

Authority: IC 25-8-3-23

Affected: IC 25-8-5-2; IC 25-8-5-3

Sec. 4. (a) An application for cosmetology school license shall include the matters required by IC 25-8-5-3 and the following:

(1) The contract which is to be used between the cosmetology school and its students which must include the school's refund policy.

(2) A report from the office of the state fire marshal showing compliance with fire safety laws.

STATE BOARD OF COSMETOLOGY EXAMINERS

- (3) A copy of the cosmetology school's deed for the property where the cosmetology school is located or a lease for at least one (1) year showing that the premises are to be used as a cosmetology school.
- (4) A budget for the first year of operation of the cosmetology school.
- (5) A financial statement on a form provided by the board.
- (6) A floor plan of the cosmetology school which shall show, in detail, the following:
 - (A) The placement of students.
 - (B) Classroom entrances and exits.
 - (C) Space for waiting customers (indicating the number of chairs).
 - (D) Separate student and public cloakroom spaces.
 - (E) Separate lavatory and toilet facilities for men and women.
- (7) A list of licensed instructors who will be teaching in the cosmetology school.

(b) The application shall be completed in its entirety and verified. (*State Board of Cosmetology Examiners; 820 IAC 2-1-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-1-5 Education equivalencies

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 5. Successful completion of the general education diploma (GED) shall be considered the equivalent of the following:

- (1) A tenth grade education for cosmetology applicants under IC 25-8-9-3(2).
- (2) A tenth grade education for esthetician applicants under IC 25-8-12.5-4(2).
- (3) An eighth grade education for manicurist applicants under IC 25-8-11-4(2).
- (4) An eighth grade education for shampoo operator applicants under IC 25-8-12-3(2).

(*State Board of Cosmetology Examiners; 820 IAC 2-1-5; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-1-6 Signs for cosmetology salons, electrology salons, manicurist salons, and esthetic salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 6. (a) A person holding a:

- (1) cosmetology salon license;
- (2) electrology salon license;
- (3) manicurist salon license; or
- (4) esthetic salon license;

shall display a sign at the main public entrance of the salon.

(b) The sign must:

- (1) be clearly visible at the main public entrance;
- (2) state in legible printing the name of the establishment; and
- (3) state that the establishment is licensed as a:

- (A) cosmetology salon;
- (B) electrology salon;
- (C) manicurist salon; or
- (D) esthetic salon.

(*State Board of Cosmetology Examiners; 820 IAC 2-1-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-1-7 Addresses for cosmetology salons, electrology salons, manicurist salons, and esthetic salons

Authority: IC 25-8-3-23

Affected: IC 25-8-4-2

STATE BOARD OF COSMETOLOGY EXAMINERS

Sec. 7. Applications for cosmetology salon, electrology salon, manicurist salon, and esthetic salon licenses shall include both the applicant's mailing address and the actual location of the salon, if different than the mailing address. (*State Board of Cosmetology Examiners; 820 IAC 2-1-7; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

Rule 2. Examinations

820 IAC 2-2-1 Instructor, electrologist, or esthetician license; reciprocity applicants

Authority: IC 25-8-3-23

Affected: IC 25-8-4-2

Sec. 1. (a) An individual who applies for a cosmetologist, electrologist, or esthetician instructor license under IC 25-8-4-2 in addition to qualifying under those sections [*sic., that section*] must pass an examination on Indiana statutes and rules applicable to cosmetology, electrology, or esthetics, respectively, before being licensed.

(b) The passing score for each of the examinations shall be seventy-five percent (75%). (*State Board of Cosmetology Examiners; 820 IAC 2-2-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1487; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-1.1 Photograph with application

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 1.1. Individuals submitting an application for examination under IC 25-8 shall include a photograph of the applicant that is at least two (2) inches by three (3) inches with the application. (*State Board of Cosmetology Examiners; 820 IAC 2-2-1.1; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-1.2 Photo identification required

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 1.2. All applicants for examination are required to bring government issued photo identification to an examination and shall produce the photo identification for inspection upon request while at the examination site. (*State Board of Cosmetology Examiners; 820 IAC 2-2-1.2; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-2 Instructor license; examination fee

Authority: IC 25-1-8-5; IC 25-8-3-23

Affected: IC 25-8-6-3

Sec. 2. The board shall charge a fee of fifteen dollars (\$15) for providing an examination to an applicant for an instructor license. (*State Board of Cosmetology Examiners; 820 IAC 2-2-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Jun 14, 1996, 3:00 p.m.: 19 IR 3099; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-3 Age requirement; necessity of examination

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 3. (a) Individuals submitting an application for examination under IC 25-8 shall be at least eighteen (18) years of age.

(b) All first attempt state board examinations must be taken within one (1) year after graduation from an applicable course in a cosmetology school. Any repeat examination must be successfully completed within three (3) years after graduation from the same course.

STATE BOARD OF COSMETOLOGY EXAMINERS

(c) The board may waive the requirements in subsection (b) if an applicant can show good cause. (*State Board of Cosmetology Examiners; 820 IAC 2-2-3; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-4 License examination; attire, equipment

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 4. (a) Each applicant for a cosmetologist license, instructor license, electrologist license, manicurist license, shampoo operator license, and esthetician license shall report to the examination in the following manner:

- (1) Attired in a white nurse style uniform and in white noncloth shoes.
- (2) With tool cases as follows:
 - (A) For cosmetology applicants, the tool case required by 820 IAC 4-2-5.
 - (B) For instructor applicants, the tool case required by 820 IAC 4-2-5.
 - (C) For electrology applicants, the tool case required by 820 IAC 4-2-9.
 - (D) For manicurist applicants, the tool case required by 820 IAC 4-2-8.
 - (E) For esthetician applicants, the tool case required by 820 IAC 4-2-7.

(b) Subsection (a)(2) does not apply to applicants being examined for a shampoo operator license or to applicants being examined under section 1 of this rule. (*State Board of Cosmetology Examiners; 820 IAC 2-2-4; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-5 Repeat examinations; cosmetologist

Authority: IC 25-8-3-23

Affected: IC 25-8-9-5

Sec. 5. (a) An applicant who does not receive a satisfactory grade on the applicant's second attempt on the cosmetology written examination as allowed by IC 25-8-9-5 shall only be allowed to take the written examination again upon submission of proof of completion of an additional one hundred (100) hours of instruction in the theory of cosmetology as a student in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the third attempt of the written examination allowed by subsection (a) may take the written examination the fourth time.

(c) The requirements of subsection (a) concerning additional education apply for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-5; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-6 Repeat examinations; instructor

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 6. (a) An instructor applicant who fails the applicant's first attempt on the instructor written examination may repeat the examination.

(b) An applicant who does not receive a satisfactory grade on the repeat instructor written examination allowed by subsection (a) may attempt the written examination again upon submission of proof of completion of an additional one hundred fifty (150) hours of instructor training in an approved cosmetology school, within sixty (60) days of receipt of examination failure notice. (*State Board of Cosmetology Examiners; 820 IAC 2-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-7 Repeat examinations; manicurist

Authority: IC 25-8-3-23

Affected: IC 25-8-11-5

STATE BOARD OF COSMETOLOGY EXAMINERS

Sec. 7. (a) An applicant who does not receive a satisfactory grade on the second attempt on the manicurist written examination as allowed by IC 25-8-11-5 may take the written examination a third time.

(b) An applicant who does not receive a satisfactory grade on the third written examination attempt allowed by subsection (a) shall only be allowed to take the examination again upon the submission of proof of successful completion of an additional one hundred (100) hours of instruction in the theory of manicuring as a student in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-7; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2415; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-8 Repeat examinations; electrologist

Authority: IC 25-8-3-23

Affected: IC 25-8-10-3

Sec. 8. (a) An applicant who does not receive a satisfactory grade on the examination described in IC 25-8-10-3(3) may take the written examination a second time.

(b) An applicant who does not receive a satisfactory grade on the second written examination attempt allowed by subsection (a) shall only be allowed to take the written examination again upon submission of proof of the successful completion of an additional one hundred (100) hours of instruction in the theory of electrology in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-8; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-9 Repeat examinations; shampoo operator

Authority: IC 25-8-3-23

Affected: IC 25-8-12-4

Sec. 9. (a) An applicant who does not receive a satisfactory grade on the shampoo operator written examination as allowed by IC 25-8-12-4 must successfully complete an additional one hundred (100) hours in the theory of shampoo operation in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the third written examination attempt as allowed by subsection (a) may take the written examination a fourth time.

(c) The requirements of subsection (a) concerning additional education applies for the fifth written examination attempt and every odd-numbered year thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-9; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-10 Repeat examinations; esthetician

Authority: IC 25-8-3-23

Affected: IC 25-8-12.5-5

Sec. 10. (a) An applicant who does not receive a satisfactory grade on the second attempt on the written examination as allowed by IC 25-8-12.5-5 may take the written examination a third time.

(b) An applicant who does not receive a satisfactory grade on the third written examination attempt allowed by subsection (a) shall be allowed to take the written examination again upon the submission of proof of successful completion of an additional one hundred (100) hours of instruction in the theory of esthetics as a student in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-10; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-11 Repeat examinations; instructor, electrologist, or esthetician license; reciprocity applicants

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 11. (a) An applicant who fails the first attempt on a *[sic., an]* examination required by section 1 of this rule may repeat the examination.

(b) An applicant who does not receive a satisfactory grade on a repeat examination allowed by subsection (a) may attempt the examination again upon submission of proof of completion of an additional fifty (50) hours of training in a cosmetology school:

- (1) for cosmetology applicants, on Indiana statutes and rules applicable to cosmetology;
- (2) for esthetician applicants, on Indiana statutes and rules applicable to esthetics;
- (3) for electrologist applicants, on Indiana statutes and rules applicable to electrology; or
- (4) for cosmetology, esthetics, or electrology instructor applicants, on Indiana statutes and rules applicable to their instructor training.

(c) The requirements of subsection (b) concerning additional education apply for the fifth examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-11; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

ARTICLE 3. SANITARY AND EQUIPMENT REQUIREMENTS

Rule 1. Sanitary and Equipment Requirements for Cosmetology Salons, Electrology Salons, Manicurist Salons, and Cosmetology Schools

820 IAC 3-1-1 Scope

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 1. (a) This rule establishes sanitary and equipment requirements for cosmetology schools, cosmetology salons, electrology salons, and manicurist salons.

(b) Unless otherwise stated, all the requirements in this rule are applicable to both cosmetology schools and cosmetology salons.

(c) Sections 8, 12, 13, 14, and 17 of this rule apply to electrology salons.

(d) Sections 8 and 15 through 17 of this rule apply to manicurist salons. (*State Board of Cosmetology Examiners; 820 IAC 3-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-2 Water supply

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected as follows:

- (1) With a pressure supply whenever it is available.
- (2) If a pressure supply is unavailable, with gravity tanks.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-3 Sterilizers

Authority: IC 25-8-3-23
Affected: IC 25-8

STATE BOARD OF COSMETOLOGY EXAMINERS

- Sec. 3. (a) There must be at least one (1) operable wet sterilizer and at least one (1) operable dry sterilizer on the premises.
(b) Each work station must have at least:
(1) one (1) operable wet sterilizer; or
(2) one (1) operable dry sterilizer.

(State Board of Cosmetology Examiners; 820 IAC 3-1-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 3-1-4 Work stations; covered waste receptacle

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 4. (a) Cosmetology salons shall be supplied with at least one (1) covered waste receptacle for every two (2) work stations.

(b) As used in subsection (a), work stations refers to chairs, other than waiting room chairs, and booths. *(State Board of Cosmetology Examiners; 820 IAC 3-1-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-1-5 Floors; walls; furniture

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 5. Floors, walls, and furniture shall be kept clean and sanitary at all times. *(State Board of Cosmetology Examiners; 820 IAC 3-1-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-1-6 Sterilization of instruments

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 6. All instruments shall be properly sterilized. *(State Board of Cosmetology Examiners; 820 IAC 3-1-6; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-1-7 Shampoo boards, bowls, sinks

Authority: IC 25-8-3-23
Affected: IC 25-8

- Sec. 7. (a) A shampoo bowl or shampoo sink shall be used.
(b) The following shall be cleaned thoroughly and sanitized immediately after use:
(1) Shampoo boards.
(2) Shampoo bowls.
(3) Shampoo sinks.

(State Board of Cosmetology Examiners; 820 IAC 3-1-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 3-1-8 Clean hands; uniforms

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 8. (a) Each cosmetologist, electrologist, manicurist, shampoo operator, and instructor or student in a cosmetology school shall wash his or her hands with soap and fresh water before serving each customer.

(b) All cosmetologists, electrologists, manicurists, and shampoo operators shall at all times, while serving customers, wear a clean, washable outer garment.

STATE BOARD OF COSMETOLOGY EXAMINERS

(c) All students in a cosmetology school shall at all times wear a clean, washable uniform of the same color and style established by the cosmetology school. Sandals or other open footwear, shorts, denim jeans, or skirts above the knee are not acceptable elements of a uniform.

(d) Student name badges shall be required as part of the uniform required by subsection (c).

(e) All cosmetology school instructors and student instructors shall wear a clean, washable outer garment and badge identifying instructor's or student instructor's name and identifying the instructor as an instructor or student instructor. (*State Board of Cosmetology Examiners; 820 IAC 3-1-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-9 Combs, brushes, and towels

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) Each cosmetologist, or student in a cosmetology school, shall be required to have an adequate supply of combs, brushes, and towels in order to service the needs of patrons.

(b) An adequate supply under subsection (a) shall be no fewer than twelve (12) towels.

(c) An adequate supply under subsection (a) shall be no fewer than eight (8) combs and three (3) brushes.

(d) After each use on a customer, combs and brushes must be:

(1) thoroughly cleaned;

(2) immersed in an effective disinfectant;

(3) rinsed in water and dried; and

(4) stored, until their next use, in a container which:

(A) is closed;

(B) is clean; and

(C) has nothing stored in it which has not been disinfected.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-10 Towels

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Clean towels shall be used for each customer.

(b) Clean towels shall be stored in a clean and closed cabinet or drawer.

(c) Soiled towels shall be stored in a covered hamper. (*State Board of Cosmetology Examiners; 820 IAC 3-1-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-11 Haircloths

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. Whenever a haircloth is used, a clean towel or other clean protection shall be placed around the customer's neck in such a manner to prevent the haircloth from touching the skin. (*State Board of Cosmetology Examiners; 820 IAC 3-1-11; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-12 Electrology; cleanliness

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 12. (a) All instruments, needles, and tweezers used by an electrologist shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

(1) Before putting into a sterilizer, needles/probes must be precleaned using a clean cotton ball moistened with a low residue detergent and cool water or a solution having at least seventy percent (70%) alcohol.

(2) Precleaning of needles/probes may also be accomplished by cleaning in an ultrasonic cleaning unit used according to manufacturer's instructions.

(3) After precleaning, needles/probes should be rinsed thoroughly and dried.

(4) Sterilization must be accomplished by means of a dry heat sterilizer in which the instruments are heated to three hundred forty degrees Fahrenheit (340° F) for two (2) hours or by means of steam autoclave sterilizer in which the instruments are subjected to saturated steam at the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty degrees Fahrenheit (250° F).

(c) An electrologist or electrology student in a cosmetology school shall:

(1) wash his or her hands in fresh water with germicidal soap immediately before serving each customer; and

(2) while serving customers, wear gloves which must be disposed after use during the service of one (1) customer.

(d) The chair and table where a customer is receiving electrology services shall have clean coverings.

(e) There shall be a clean draping between the electrologist and the customer during an electrology session. (*State Board of Cosmetology Examiners; 820 IAC 3-1-12; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-13 Electrology; separate room

Authority: IC 25-8-3-23

Affected: IC 25-8-7; IC 25-8-14

Sec. 13. (a) Where electrology is provided, the cosmetology salon or cosmetology school shall maintain a separate room for such practice which is used exclusively for electrology services.

(b) The room required under subsection (a) shall be surrounded by ceiling to floor walls and accessed only by closing doors. (*State Board of Cosmetology Examiners; 820 IAC 3-1-13; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-14 Electrology equipment; salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 14. (a) Electrology salons or cosmetology salons practicing electrology shall have the following equipment:

(1) At least one (1) sink or bowl with hot and cold running water.

(2) At least one (1) treatment table.

(3) At least one (1) treatment stool.

(4) At least one (1) lamp.

(5) At least one (1) closed cabinet for storage of clean linens.

(6) At least one (1) closed hamper for storage of soiled linens.

(7) At least one (1) covered waste receptacle.

(8) At least twelve (12) pairs of disposable rubber gloves.

(9) At least one (1) face mask.

(10) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer.

(11) At least twelve (12) sterile needles.

(12) At least six (6) pair of tweezers.

(13) At least one (1) epiletor.

(14) At least twelve (12) clean coverings for chair and table where electrology is performed.

(15) At least twelve (12) clean drapings for securing between electrologist and customer during an electrology session.

(16) At least one (1) bottle for skin sanitizing agent.

(17) At least one (1) bottle of residue detergent or one (1) bottle of solution having at least seventy percent (70%) alcohol.

(18) At least one (1) covered container each for supplies such as cotton, lip rolls, etc.

(b) Regardless of the minimum requirements established in subsection (a), electrology salons or cosmetology salons practicing electrology must have whatever equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title. (*State Board of Cosmetology Examiners; 820 IAC 3-1-14; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-15 Manicurist; cleanliness

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 15. (a) All instruments used by a manicurist or manicurist student in a cosmetology school shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

(1) Before putting into a sterilizer, instruments shall be precleaned using a clean cotton ball moistened with a low residue detergent and cool water or a solution having at least seventy percent (70%) alcohol.

(2) After cleaning, instruments shall be rinsed thoroughly and dried.

(3) Sterilization shall be accomplished by means of wet sterilizer, according to manufacturer's specifications.

(c) A manicurist or manicurist student in a cosmetology school shall do the following:

(1) Wash hands in fresh water with germicidal soap immediately before serving each customer.

(2) Assure that the table where a customer is receiving manicuring services has been cleaned with an antiseptic.

(3) Use a clean towel for each customer.

(4) Clean the foot bath and foot paddle with soap, water, and alcohol after each use.

(5) Clean the hot mitten liners with soap and water after each use.

(6) Clean the manicure bowl with soap, water, and alcohol after each use.

(7) Use ventilation while using chemicals.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-15; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-16 Manicurist equipment; salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 16. (a) Manicurist salons or cosmetology salons practicing manicuring shall have the following equipment:

(1) At least one (1) sink or bowl with hot and cold running water.

(2) At least one (1) manicuring table.

(3) At least two (2) chairs.

(4) At least one (1) lamp.

(5) At least one (1) wet sterilizer.

(6) At least one (1) manicure bowl.

(7) At least one (1) foot bath.

(8) At least one (1) closed cabinet or drawer for storage of clean towels.

(9) At least one (1) closed hamper for storage of soiled towels.

(10) At least one (1) covered waste receptacle.

(11) At least one (1) ventilator.

(12) At least twelve (12) towels.

(13) At least one (1) pair of cuticle nippers.

(14) At least one (1) pair of cuticle scissors.

(15) At least one (1) pair of fingernail clippers.

(16) At least one (1) pair of toenail clippers.

- (17) At least six (6) nail files.
- (18) At least one (1) box of emery boards.
- (19) At least one (1) pair of tweezers.
- (20) At least one (1) nail brush.
- (21) At least one (1) nail pusher.
- (22) At least one (1) foot file or paddle.
- (23) At least one (1) three (3) way buffer or chamois.
- (24) At least one (1) bottle of seventy percent (70%) isopropyl alcohol.

(b) Regardless of the minimum requirements established in subsection (a), manicuring salons or cosmetology salons practicing manicuring must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title. *(State Board of Cosmetology Examiners; 820 IAC 3-1-16; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-1-17 No pets; cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 17. (a) Cosmetology schools, cosmetology salons, electrology salons, and manicurist salons are prohibited from allowing pets on the premises.

(b) Subsection (a) does not prohibit seeing eye dogs.

(c) A person holding a cosmetology school or cosmetology salon license, electrology salon license, or a manicurist salon license shall display a sign at the entrance of the salon or school that states "no pets allowed". *(State Board of Cosmetology Examiners; 820 IAC 3-1-17; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

Rule 2. Sanitary and Equipment Requirements for Esthetic Salons and Cosmetology Schools Teaching Esthetics

820 IAC 3-2-1 Scope

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 1. (a) This rule establishes sanitary and equipment requirements for esthetic salons, cosmetology salons where esthetic services are provided, and cosmetology schools teaching esthetics.

(b) Unless otherwise stated, all the requirements in this rule are applicable to esthetic salons, cosmetology salons where esthetic services are provided, and cosmetology schools teaching esthetics. *(State Board of Cosmetology Examiners; 820 IAC 3-2-1; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-2 Water supply

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected:

- (1) with a pressure supply whenever it is available; or
- (2) if a pressure supply is unavailable, with gravity tanks.

(State Board of Cosmetology Examiners; 820 IAC 3-2-2; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 3-2-3 Sterilizers

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 3. There must be:

- (1) at least one (1) operable cold sterilizer; and
- (2) at least one (1) of the following:
 - (A) One (1) operable steam autoclave sterilizer; or
 - (B) One (1) operable dry heat sterilizer;

on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-3; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-4 Work units; covered waste receptacle

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 4. (a) There shall be at least one (1) covered waste receptacle for every work unit.

(b) As used in subsection (a), "work unit" refers to chairs, tables (other than waiting room chairs and tables), and booths. *(State Board of Cosmetology Examiners; 820 IAC 3-2-4; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-5 Floors; walls; furniture

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 5. Floors, walls, and furniture shall be kept clean and sanitary at all times. *(State Board of Cosmetology Examiners; 820 IAC 3-2-5; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-6 Facial bowls; facial sinks

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 6. (a) There shall be at least one (1) facial bowl or facial sink on the premises.

(b) Facial bowls and facial sinks shall be cleaned with an effective disinfectant and rinsed with warm water prior to using. *(State Board of Cosmetology Examiners; 820 IAC 3-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-7 Clean uniforms

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 7. (a) All estheticians shall at all times while serving customers wear a clean, washable outer garment.

(b) All esthetician students in a cosmetology school shall at all times wear a clean, washable uniform and style established by the cosmetology school.

(c) A student name badge shall be required as part of the uniform required by subsection (b). *(State Board of Cosmetology Examiners; 820 IAC 3-2-7; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-8 Towels; linens; headbands

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 8. (a) Clean towels, linens, and headbands shall be used for each customer.

(b) Clean towels, linens, and headbands shall be stored in a clean and closed cabinet or drawer.

(c) Soiled towels, linens, and headbands shall be stored in a covered hamper. (*State Board of Cosmetology Examiners; 820 IAC 3-2-8; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-9 Esthetics; cleanliness

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) All instruments including forceps, comedone extractors, tweezers, brushes, and facial rollers used by an esthetician or esthetics student in a cosmetology school shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

(1) Instruments shall be washed in a low residue detergent and rinsed prior to sterilization.

(2) Instruments shall be cleaned by cold sterilization using an effective disinfectant, used according to manufacturer's instructions.

(3) High frequency wands shall be cleaned using an effective disinfectant, used according to manufacturer's instructions.

(4) Forceps, tweezers, and comedone extractors shall be sterilized using a steam autoclave or a dry heat sterilizer.

(5) All instruments other than those instruments under subdivision (4) shall be sterilized by means of a disinfectant, a steam autoclave, or a dry heat sterilizer.

(6) Sterilization shall be accomplished by placing instruments in one (1) or both of the following:

(A) A cold sterilizer using an effective disinfectant, according to manufacturer's instructions.

(B) A steam autoclave sterilizer in which the instruments are subjected to saturated steam of the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty degrees Fahrenheit (250° F).

(C) A dry heat sterilizer in which instruments are heated for two (2) hours at three hundred forty degrees Fahrenheit (340° F).

(c) An esthetician or esthetics student in a cosmetology school shall do the following:

(1) Wash his or her hands in fresh water with germicidal soap (antimicrobial) immediately before serving each customer.

(2) When extracting blackheads, milia, or comedones, wear protective gloves which must be disposed after use during the service of one (1) customer.

(d) The chair and table where a customer is receiving esthetician services shall have clean coverings.

(e) There shall be a secured draping between the esthetician or esthetics student in a cosmetology school and the customer during an esthetics session.

(f) All disposable items, including cotton swabs, tissues, tongue depressors, spatulas and cellulose sponges, plastic or saran wraps, and gauze used by an esthetician or esthetics student in a cosmetology school shall be disposed of after serving a customer.

(g) Spatulas shall be used by an esthetician or an esthetics student in a cosmetology school in dispensing all products.

(h) Lancets used by an esthetician or an esthetics student in a cosmetology school shall be disposed of in a lancet safety device (waste container) after serving a customer. (*State Board of Cosmetology Examiners; 820 IAC 3-2-9; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-10 Esthetics; separate room

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Cosmetology salons where esthetics services are provided, esthetic salons, and cosmetology schools where esthetics is provided shall maintain a separate room for such practice which is used exclusively for esthetic services.

(b) The room required under subsection (a) shall be surrounded by ceiling to floor walls and accessed only by doors which shall remain closed when esthetic services are being performed. (*State Board of Cosmetology Examiners; 820 IAC 3-2-10; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-11 Facility treatment chair; hydraulic chair

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 11. There shall be at least one (1) facility treatment chair or hydraulic treatment chair on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-11; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-12 Utility table

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 12. (a) There shall be at least one (1) utility table for each facility treatment chair or hydraulic treatment chair on the premises.

(b) As an alternative to the requirement in subsection (a), one (1) continuous counter top may be used. *(State Board of Cosmetology Examiners; 820 IAC 3-2-12; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-13 Esthetician's stool

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 13. There shall be at least one (1) esthetician stool on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-13; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-14 Hands free magnification lamp

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 14. There shall be at least one (1) hands free magnification lamp on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-14; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-15 Effective disinfectant

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 15. There shall be at least one (1) container of effective disinfectant on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-15; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-16 Storage cabinet

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 16. There shall be at least one (1) closed cabinet for storage of clean linens on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-16; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-17 Storage hamper

Authority: IC 25-8-3-23
Affected: IC 25-8

STATE BOARD OF COSMETOLOGY EXAMINERS

Sec. 17. There shall be at least one (1) storage hamper for storage of soiled linens on the premises. (*State Board of Cosmetology Examiners; 820 IAC 3-2-17; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-18 Lancet safety device

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 18. There shall be at least one (1) lancet safety device (waste container) on the premises. (*State Board of Cosmetology Examiners; 820 IAC 3-2-18; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-19 Protective gloves

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 19. There shall be at least twelve (12) pair of protective gloves on the premises. (*State Board of Cosmetology Examiners; 820 IAC 3-2-19; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-20 Spatulas; tongue depressors

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 20. There shall be at least twelve (12) spatulas or tongue depressors on the premises. (*State Board of Cosmetology Examiners; 820 IAC 3-2-20; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-21 Towels

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 21. There shall be at least twelve (12) towels on the premises. (*State Board of Cosmetology Examiners; 820 IAC 3-2-21; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-22 Draping

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 22. There shall be at least twelve (12) clean drapings on the premises for securing between esthetician and customer as required by section 9(e) of this rule. (*State Board of Cosmetology Examiners; 820 IAC 3-2-22; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-23 Additional requirements

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 23. Regardless of the minimum requirements established in sections 11 through 22 of this rule, esthetic salons or cosmetology salons practicing esthetics must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title. (*State Board of Cosmetology Examiners; 820 IAC 3-2-23; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

ARTICLE 4. COSMETOLOGY SCHOOLS

Rule 1. General Requirements

820 IAC 4-1-1 Courses offered

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. (a) Cosmetology schools may offer courses in one (1) or more of the following:

- (1) Cosmetologist training for individuals attempting to obtain the education required by IC 25-8-9-3(3).
 - (2) Manicurist training for individuals attempting to obtain the education required by IC 25-8-11-4(3).
 - (3) Shampoo operator training for individuals attempting to obtain the education required by IC 25-8-12-3(3).
 - (4) Electrologist training for individuals attempting to obtain the education required by IC 25-8-10-3(2).
 - (5) Instructor training for individuals attempting to obtain the education required by IC 25-8-6-3(4).
 - (6) Esthetician training for individuals attempting to obtain the education required by IC 25-8-12.5-4(3).
- (b) Cosmetology schools may enroll students for more than the number of hours required by IC 25-8 and this article.

(c) Cosmetology schools may offer courses to licensees in order to provide advanced training. *(State Board of Cosmetology Examiners; 820 IAC 4-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-1-2 Enrolling students

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. (a) Cosmetology schools are prohibited from enrolling students who do not meet the educational requirements for licensure unless they advise the student that he or she must obtain the education before he or she can obtain a license.

(b) The educational requirements referred to in subsection (a) are those required by statute for particular licenses as follows:

- (1) For instructor licenses in IC 25-8-6-3(2).
- (2) For cosmetologist licenses in IC 25-8-9-3(2) (subject to waiver provisions of IC 25-8-9-4).
- (3) For manicurist licenses in IC 25-8-11-4(2).
- (4) For shampoo operator licenses in IC 25-8-12-3(2).
- (5) For esthetician licenses in IC 25-8-12.5-4(2).

(State Board of Cosmetology Examiners; 820 IAC 4-1-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-3 Electrologist training; necessity of cosmetologist or esthetician license

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Individuals may not enroll in electrologist training unless they have obtained a cosmetologist or esthetician license.

(State Board of Cosmetology Examiners; 820 IAC 4-1-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-4 Age of students

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. (a) Except as provided for in subsections (b) through (c), all students in cosmetology schools must be at least sixteen (16) years of age.

(b) High school students enrolled in a high school vocational program shall be either:

- (1) juniors or seniors; or
- (2) at least sixteen (16) years of age.

(c) Students enrolled in an esthetics course in a cosmetology school must be at least seventeen and one-half (17 1/2) years of age. (*State Board of Cosmetology Examiners; 820 IAC 4-1-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-5 Hours in session

Authority: IC 25-8-3-23
Affected: IC 25-8-5; IC 25-8-14

Sec. 5. (a) Students in cosmetology schools must be enrolled for no fewer than twenty (20) hours and no more than forty-eight (48) hours a week.

(b) Students shall obtain all required hours on the premises of the cosmetology school; however, forty (40) clock hours may be used for educational programs, seminars, workshops, or other industry-related activities located off the school premises under the direction of the cosmetology school.

(c) A complete record of hours of attendance for each student must be kept by time clock or computer and recorded in the school's records.

(d) Students enrolled in cosmetology schools after June 30, 2001, shall complete the required education within three (3) years from the date of enrollment.

(e) Notwithstanding subsection (d), if a student is enrolled in cosmetology school prior to July 1, 2001, the student shall complete the required education within five (5) years from the date of enrollment. (*State Board of Cosmetology Examiners; 820 IAC 4-1-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-6 Theory, demonstration practice and actual practice hours; restrictions

Authority: IC 25-8-3-23
Affected: IC 25-8-5; IC 25-8-14

Sec. 6. (a) Course hours obtained by students in cosmetology schools for:

- (1) theory and demonstration practice; and
- (2) actual practice;

may not be obtained simultaneously.

(b) Students shall not be called away from scheduled theory and demonstration practice in order to do actual practice. (*State Board of Cosmetology Examiners; 820 IAC 4-1-6; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-7 Records

Authority: IC 25-8-3-23
Affected: IC 25-8-5; IC 25-8-14

Sec. 7. Cosmetology schools shall retain records for each student which must include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) Time records.
- (4) Progress book.

(*State Board of Cosmetology Examiners; 820 IAC 4-1-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-8 Transcripts to students

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 8. (a) If all financial obligations have been met according to the cosmetology school's contract, certified transcripts of all hours and grades must be available to any current or former student, upon request, within thirty (30) days.

(b) Cosmetology school may charge a fee not to exceed ten dollars (\$10) for providing a certified transcript. *(State Board of Cosmetology Examiners; 820 IAC 4-1-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-1-9 Record retention

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 9. Cosmetology schools shall retain student records for no fewer than seven (7) years, which shall include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) Progress book.

(State Board of Cosmetology Examiners; 820 IAC 4-1-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-10 Monthly verified report

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 10. (a) No later than the fifteenth day of each month, cosmetology schools shall submit a verified report to the board including the information required in subsection (b).

(b) The report required by subsection (a) must include the following information concerning student activity in the previous month:

- (1) The names of all new students.
- (2) For all students who have paid the cosmetology school all money (tuition) to which it is legally entitled, the names of all students who have dropped out of school and the number of hours they have accrued.

(c) Cosmetology schools are not required to send enrollment cards to the board. *(State Board of Cosmetology Examiners; 820 IAC 4-1-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-1-11 Graduation defined

Authority: IC 25-8-3-23

Affected: IC 25-8-5-4; IC 25-8-9-3

Sec. 11. A student shall be deemed to have graduated from a cosmetology school (having completed the educational requirements established by IC 25-8-9-3(3)) when all of the following have occurred:

- (1) When one (1) of the following education requirements have been completed:
 - (A) At least the one thousand five hundred (1,500) hours as required by 820 IAC 4-4-4.
 - (B) At least the four hundred fifty (450) hours as required by 820 IAC 4-4-5.
 - (C) At least the three hundred (300) hours as required by 820 IAC 4-4-6.
 - (D) At least the three hundred (300) hours as required by 820 IAC 4-4-7.
 - (E) At least the seven hundred (700) hours as required by 820 IAC 4-4-7.1.
 - (F) At least the one thousand (1,000) hours as required by 820 IAC 4-4-7.2.
- (2) The student has passed all required examinations.
- (3) All money owed by the student to the school has been paid.

STATE BOARD OF COSMETOLOGY EXAMINERS

(State Board of Cosmetology Examiners; 820 IAC 4-1-11; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed Sep 30, 2003, 11:30 a.m.: 27 IR 515)

820 IAC 4-1-11.1 Completion of esthetics course defined (Repealed)

Sec. 11.1. *(Repealed by State Board of Cosmetology Examiners; filed May 4, 2001, 11:16 a.m.: 24 IR 2694)*

820 IAC 4-1-12 Completion of application by cosmetology school; cosmetology student required to attend cosmetology school after graduation prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 12. A cosmetology school shall fill out its portion of its students' applications for a license no later than ten (10) days after the student graduates under section 11 of this rule. *(State Board of Cosmetology Examiners; 820 IAC 4-1-12; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-1-13 School closure; notification to board

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 13. Cosmetology schools that are going out of business shall notify the board not less than thirty (30) days before closing. *(State Board of Cosmetology Examiners; 820 IAC 4-1-13; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-1-14 Copy of law and rules to student

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 14. Cosmetology schools shall provide a copy of the state board of cosmetology examiners' licensing laws and rules to each student upon enrollment. *(State Board of Cosmetology Examiners; 820 IAC 4-1-14; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

Rule 2. Equipment and Facilities

820 IAC 4-2-1 Size and separation

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 1. (a) The only businesses permitted in a cosmetology school is the teaching of cosmetology and barbering. Any other business operation must be separated by a solid wall from ceiling to floor, with no openings, and must be accessed only by a separate outside entrance.

(b) Cosmetology schools shall contain at least three thousand (3,000) square feet.

(c) Subsection (b) shall not apply to any cosmetology school licensed before July 1, 2001. However, cosmetology schools which were licensed before July 1, 2001, and have less than three thousand (3,000) square feet may not reduce their square footage. Cosmetology schools which were licensed before July 1, 2001, and have more than three thousand (3,000) square feet may not reduce their sizes to less than three thousand (3,000) square feet. *(State Board of Cosmetology Examiners; 820 IAC 4-2-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-2-2 Facilities

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Cosmetology schools shall have the following:

- (1) A student lounge.
- (2) A locker room for students with a locker for each student enrolled.
- (3) Separate rest rooms for men and women.
- (4) A waiting area with seating capacity for at least eight (8) individuals.
- (5) Cloak space for the general public to accommodate twenty (20) people. This space shall be in addition to that provided to students.
- (6) At least one (1) classroom with a seating capacity for not fewer than twenty (20) students.
- (7) A classroom of sufficient size to accommodate worktables, mannequins, and any other equipment required for the courses taught for at least twenty (20) students. This classroom must be separate from any other area or any other activities of the school that take place.
- (8) A laboratory area of sufficient size to accommodate the equipment, in kind and number, specified for each cosmetology discipline taught. If the school also teaches barbering, the laboratory must be of sufficient size to also accommodate the equipment required by the laws regulating that profession.
- (9) Ventilation to provide for proper heating and cooling and exhaust of fumes.
- (10) A sign visible at the main entrance of the school designating the name of the school and that the establishment is a cosmetology school licensed by the state board of cosmetology examiners under IC 25-8. If a school also teaches barbering, it must comply with the sign requirements in 816 IAC 1-2-3.
- (11) A visible sign posted inside the school notifying customers of the school that cosmetology and, if applicable, barbering services are done by students.
- (12) A school seal designating the name of the school. If a person holds more than one (1) cosmetology school license, each cosmetology school shall be required to have a seal.
- (13) A time clock or computer which will accurately record the date or day and hours that each student spends in attendance at the school.
- (14) A visible sign posted at the entrance of the cosmetology school that indicates "no pets allowed".

(b) The student lounge and locker room required in subsection (a) may be separate or combined.

(c) The rest rooms required in subsection (a) shall be located within the three thousand (3,000) square foot area required by section 1(b) of this rule. (*State Board of Cosmetology Examiners; 820 IAC 4-2-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-3 Equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Cosmetology schools shall have the following equipment, which shall be maintained in good working condition:

- (1) At least one (1) fire-resistant and two (2) metal locked filing cabinets for records of enrolled students. If a school uses computerized records, it must maintain a backup for those records. The backup of the records must be removed from the school or stored in a fire proof safe.
- (2) At least one (1) wet sterilizer for each dresserette or worktable in use.
- (3) At least one (1) electric dry sterilizer for each twenty (20) students present.
- (4) At least four (4) shampoo chairs and four (4) shampoo bowls with hot and cold running water.
- (5) At least two (2) reclining facial chairs, which are capable of supporting both the head and feet, to be placed in an enclosed or screened area and to be used for facials only.
- (6) At least one (1) facial supply cabinet containing astringents, lotions, creams, makeup, and other necessary supplies for facials.

- (7) At least fifteen (15) hair dryers of which at least ten (10) must be stationary hooded dryers.
- (8) At least twenty (20) work dresserettes with mirror.
- (9) Closed cabinets equipped for storing clean towels to be used on customers. Cabinets shall have storage space for ten (10) dozen towels for every twenty (20) students present in class.
- (10) At least one (1) covered soiled towel container per ten (10) students.
- (11) At least ten (10) disposal cans with covers, placed at convenient locations throughout the school.
- (12) Sanitary drinking water facilities.
- (13) At least two (2) manicuring tables and at least two (2) stools.

(State Board of Cosmetology Examiners; 820 IAC 4-2-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1005; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-2-4 Electrology equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. Cosmetology schools which offer a course in electrology shall have the following equipment which shall be maintained in good working condition:

- (1) At least one (1) epilator or a combination of epilators capable of demonstrating manual thermolysis, flash thermolysis, single needle galvanic, multiple needle galvanic, and the blend modalities.
- (2) At least one (1) treatment table.
- (3) At least one (1) operator stool.
- (4) At least one (1) magnifying lamp.
- (5) At least one (1) halogen lamp.
- (6) At least one (1) closed cabinet for clean linens for each treatment table.
- (7) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer. (No pressure cooker type autoclave.)
- (8) At least one (1) closed hamper for the storage of soiled linen for each treatment table.
- (9) At least one (1) closed waste receptacle for storage of waste.
- (10) At least one (1) medical ultrasonic cleaner.
- (11) At least one (1) puncture proof sharps container.
- (12) At least one (1) instrument pick up forceps.
- (13) At least one (1) pick up forceps cylinder.
- (14) At least one (1) germicide boat with lid.

(State Board of Cosmetology Examiners; 820 IAC 4-2-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-2-5 Cosmetology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 5. (a) No later than the completion of the first two hundred fifty (250) hours, cosmetology schools shall furnish each student enrolled in cosmetologist training a tool case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be a cosmetology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) The tool case required by subsection (a) shall include at least the following:

- (1) Six (6) dozen rollers.
- (2) One (1) razor.
- (3) Eight (8) combs.
- (4) Three (3) brushes.

- (5) One (1) shampoo cape.
- (6) One (1) pair of scissors.
- (7) One (1) hair net.
- (8) One (1) pair of nippers.
- (9) One (1) nail file.
- (10) One (1) box emery boards.
- (11) One (1) nail pusher.
- (12) One (1) manicure bowl.
- (13) One (1) nail brush.
- (14) One (1) box of clippers.

(d) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-6 Esthetics equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 6. Cosmetology schools which offer a course in esthetics shall have the following equipment in good working condition located in a separate room for use of esthetics students:

- (1) At least one (1) utility table for each facility treatment chair or hydraulic treatment chair or, alternatively, one (1) continuous counter top may be used for every two (2) students.
- (2) At least one (1) esthetician's stool for every two (2) students.
- (3) At least one (1) facial vaporizer for every two (2) students.
- (4) At least one (1) pulverizer spray.
- (5) At least one (1) galvanic disencrustation/ionization current apparatus or faradic and sinusoidal apparatus for every eight (8) students.
- (6) At least one (1) high frequency apparatus for every four (4) students.
- (7) At least one (1) heating mask.
- (8) At least one (1) heating mitts.
- (9) At least one (1) infrared lamp.
- (10) At least one (1) woods lamp.
- (11) At least one (1) hands free magnification lamp per facial treatment chair, table, or hydraulic treatment chair.
- (12) At least one (1) electric wax heater.
- (13) At least one (1) utility table for each facial treatment chair, table, or hydraulic treatment chair. Alternatively, one (1) continuous counter top may be used.
- (14) At least one (1) table for machines.
- (15) At least one (1) facial bowl or sink per facial treatment chair, table, or hydraulic treatment chair.
- (16) At least one (1) cold sterilizer.
- (17) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer.
- (18) At least one (1) closed cabinet for clean linens.
- (19) At least one (1) covered hamper for solid [*sic., soiled*] linens per work unit.
- (20) At least one (1) covered waste receptacle per work unit.
- (21) At least one (1) facial supply cabinet containing astringents, lotions, creams, makeup, and other necessary supplies for facials.
- (22) At least one (1) lancet safety device (waste container).

(*State Board of Cosmetology Examiners; 820 IAC 4-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-7 Esthetics tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 7. (a) No later than the completion of the first eighty (80) hours, cosmetology schools shall furnish each student enrolled in esthetician training an esthetician tool case, a cosmetic case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be an esthetics tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) The esthetician tool case required by subsection (a) shall include the following:

- (1) At least six (6) towels.
- (2) At least two (2) headbands or plastic caps.
- (3) At least one (1) jar of cold wax.
- (4) At least twelve (12) wax gauze strips.
- (5) At least twelve (12) tongue depressors.
- (6) At least twelve (12) spatulas.
- (7) At least twelve (12) cotton tipped applicators.
- (8) At least one (1) box of tissues.
- (9) At least three (3) pair of rubber gloves.
- (10) At least two (2) comedone extractors.
- (11) At least twelve (12) lancets.
- (12) At least one (1) toner (spray bottle).
- (13) At least two (2) small mixing bowls.
- (14) At least one (1) bottle of disinfectant for hands.
- (15) At least one (1) container with an effective disinfectant solution for implements.
- (16) At least one (1) bottle of cleansing milk.
- (17) At least one (1) bottle of massage cream.
- (18) At least one (1) bottle penetrating cream or lotion.
- (19) At least one (1) cotton roll.
- (20) At least twelve (12) sponges.
- (21) At least one (1) pair of tweezers.
- (22) At least one (1) mirror.
- (23) At least one (1) brow brush.
- (24) At least one (1) jar of sluffing agent (cream).
- (25) At least one (1) jar of petroleum jelly.
- (26) At least one (1) lash tint/eye drops (saline).
- (27) At least one (1) bottle of three percent (3%) hydrogen peroxide solution.
- (28) At least one (1) jar of mask.
- (29) At least one (1) trash bag for soiled items.
- (30) At least one (1) lancet safety device (waste container).

(d) The cosmetic case required by subsection (a) shall include the following:

- (1) At least two (2) makeup sponges.
- (2) At least six (6) disposable lip brushes.
- (3) At least two (2) eyeliner brushes.
- (4) At least four (4) shadow brushes.
- (5) At least two (2) blush brushes/powder brushes and at least two (2) powder brushes.
- (6) At least one (1) concealer.
- (7) At least two (2) foundations of different color.
- (8) At least one (1) powder.
- (9) At least one (1) powder brow/brow pencil.

- (10) At least six (6) disposable mascara wands.
- (11) At least two (2) each of light, medium, and dark eye shadow.
- (12) At least six (6) lip pencils of different color.
- (13) At least six (6) lipsticks.
- (14) At least two (2) contour blushes of different color.
- (15) At least two (2) highlight blushes of different color.

(e) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-7; filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-8 Manicurist tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5

Sec. 8. (a) No later than completion of the first forty (40) hours, cosmetology schools shall furnish each student enrolled in manicurist training a manicurist tool case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be a manicurist tool case that shall not be less than ten (10) inches long by seven and one-half (7 1/2) inches wide by seven (7) inches deep nor more than fifteen (15) inches long by ten (10) inches wide by nine (9) inches deep.

(c) The manicurist tool case required by subsection (a) shall include the following:

- (1) At least one (1) pair of cuticle nippers.
- (2) At least one (1) nail pusher.
- (3) At least one (1) box of emery boards.
- (4) At least one (1) nail file.
- (5) At least one (1) pair of tweezers.
- (6) At least one (1) pair of cuticle scissors.
- (7) At least one (1) nail brush.
- (8) At least one (1) manicure bowl.

(d) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-8; filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-9 Electrology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) No later than the completion of the first forty (40) hours, the cosmetology schools shall furnish each student enrolled in electrology training:

- (1) an electrology tool case;
- (2) textbooks; and
- (3) workbooks.

(b) In the teaching of theory and practice in electrology, schools shall use one (1) or more textbooks which sufficiently address issues in the practice of electrology as it currently exists.

(c) A textbook which meets this requirement is the Compendium of Study, American Electrology Association, revised November 1991.

(d) The tool case required by subsection (a) shall be an electrology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep nor more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(e) The electrology tool case shall include the following:

- (1) At least twelve (12) two-part needles.

- (2) At least twelve (12) insulated needles.
- (3) At least twelve (12) tapered needles.
- (4) At least twelve (12) bulbous needles.
- (5) At least three (3) pair of "H" forceps.
- (6) At least three (3) pair of "OC" forceps.
- (7) At least three (3) pair of "M3C" forceps.
- (8) At least one (1) face mask.
- (9) At least one (1) pair of eye goggles.
- (10) At least twenty-five (25) client history cards.
- (11) At least one (1) pair of magnifying glasses.
- (12) At least one (1) pair of scissors.
- (13) At least one (1) puncture-proof sharps container.
- (14) At least one (1) roll of autoclave tubing or at least one (1) roll of dry heat tubing.
- (15) At least one (1) roll of autoclave or dry heat indicator tape.
- (16) At least two (2) spore tests.

(f) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-9; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

Rule 3. Instructors

820 IAC 4-3-1 License

Authority: IC 25-8-3-23

Affected: IC 25-8

- Sec. 1. (a) All instructors in cosmetology schools must hold an instructor license issued by the board.
- (b) In addition to complying with subsection (a), any individual teaching electrology in a cosmetology school must:
- (1) hold an electrologist license issued by the board; and
 - (2) have practiced electrology in a cosmetology or electrology salon for at least one (1) year.
- (c) In addition to complying with subsection (a), any individual teaching esthetics in a cosmetology school must:
- (1) hold an esthetician license issued by the board; and
 - (2) have practiced esthetics in a cosmetology salon or an esthetician salon for at least one (1) year.
- (d) Subsection (c)(2) shall not apply to individuals who teach esthetics in a cosmetology school before July 1, 1993.
- (e) In addition to complying with subsection (a), any individual teaching manicuring in a cosmetology school must:
- (1) hold either a manicurist license or cosmetologist license issued by the board; and
 - (2) have practiced manicuring in a salon for at least one (1) year.

(f) Notwithstanding subsections (a) through (e), instructor students may instruct other students provided a licensed instructor is present. (*State Board of Cosmetology Examiners; 820 IAC 4-3-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-3-2 Number of instructors

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Cosmetology schools shall provide at least one (1) instructor present for each twenty (20) students or fraction thereof in attendance. An instructor who is engaged in personal or administrative matters shall not be considered present for the purpose of this subsection.

(b) Instructors in the quantity required by subsection (a) shall be in the school during all classroom hours and shall supervise all student demonstration practice hours and actual practice hours.

(c) No electrology services shall be provided to the customers of a cosmetology school by a student without direct and full-time personal supervision of an instructor.

(d) No esthetician services shall be provided to the customers of a cosmetology school by a student without direct supervision of an instructor.

(e) No cosmetology services shall be provided to the customers of a cosmetology school by a student without direct supervision of an instructor. (*State Board of Cosmetology Examiners; 820 IAC 4-3-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-3-3 Cosmetology practice prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 3. During school hours, instructors shall not engage in the private or public practice of cosmetology or esthetics. This shall not prohibit instructors from engaging in cosmetology or esthetics for the purpose of practical demonstrations for students. (*State Board of Cosmetology Examiners; 820 IAC 4-3-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

Rule 4. Curriculum

820 IAC 4-4-1 Scope of rule; compliance with hours required

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-5; IC 25-8-14

Sec. 1. (a) This rule establishes the requirements for the education for students in cosmetology schools being trained as cosmetologists, manicurists, shampoo operators, electrologists, estheticians, and instructors.

(b) Cosmetology schools and their students must comply with the hour requirements as presented in detail in sections 4 through 7 of this rule. Credit hours may not be given for any hours not spent as provided for in sections 4 through 7 of this rule. (*State Board of Cosmetology Examiners; 820 IAC 4-4-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-2 Cosmetology courses

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Section 4 of this rule establishes the curriculum for cosmetologist training.

(b) Section 5 of this rule establishes the curriculum for manicurist training.

(c) Section 6 of this rule establishes the curriculum for shampoo operator training.

(d) Section 7 of this rule establishes the curriculum for electrologist training.

(e) Section 7.1 of this rule establishes the curriculum for esthetician training.

(f) Section 7.2 of this rule establishes the curriculum for instructor training.

(g) In sections 4 through 7.2 of this rule, the first column in each section states the subject matter of training. The second column lists the number of hours required in classroom theory training and demonstration practice. The third column lists the number of hours of actual practice required for each student. The fourth column lists the total number of hours of training required in each subject.

(h) The hours required in classroom theory training identified in subsection (g) is defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to analyze, predict, explain, or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice. (*State Board of Cosmetology Examiners; 820 IAC 4-4-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

STATE BOARD OF COSMETOLOGY EXAMINERS

820 IAC 4-4-3 Transfer of hours between courses prohibited (Voided)

Sec. 3. (Voided by P.L.113-1999, SECTION 18, effective May 3, 1999.)

820 IAC 4-4-4 Specific curriculum for cosmetologists

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. (a) The following are the requirements for cosmetologist training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Hair cutting	100	150	250
Sanitation	40		40
Statute and rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	20	25
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow			
Upper lip			
Chin area			
Anatomy and physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp treatments	10	25	35
Facials and makeup	20	35	55
Hair coloring	40	60	100
Temporary			
Semipermanent			
Permanent			
Bleaching			
Frosting			
Permanent waving and chemical relaxing	70	300	370
Hair styling	70	210	280
Includes: wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waves			
Discretionary hours	215		215

STATE BOARD OF COSMETOLOGY EXAMINERS

Totals 640 860 1,500

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 10 of this rule.

(c) All manicures, pedicures, facials, and scalp treatments must be done on live models. At least fifty percent (50%) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of two hundred (200) hours. Customers shall be rotated according to students' needs for practice on live models. *(State Board of Cosmetology Examiners; 820 IAC 4-4-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-4-5 Specific curriculum for manicurists

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 5. (a) The following are the requirements for manicurist training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statutes and rules	10		10
Nail techniques	40	160	200
Basic preparation			
Tips			
Sculptures			
Overlays			
Fiberglass			
Gel nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	35		35
Totals	195	255	450

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 14 of this rule.

(c) The nails on two (2) hands or two (2) feet constitutes one (1) performance of a manicure or pedicure. All manicures, pedicures, and nail techniques must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. *(State Board of Cosmetology Examiners; 820 IAC 4-4-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489;*

STATE BOARD OF COSMETOLOGY EXAMINERS

readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3178; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109)

820 IAC 4-4-6 Specific curriculum for shampoo operators

Authority: IC 25-8-3-23
 Affected: IC 25-8

Sec. 6. (a) The following are the requirements for shampoo operator training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Personality development	10		10
Statute and rules	10		10
Salesmanship	10	10	20
Sanitation	15		15
Shampoo rinsing	10	90	100
Scalp treatment	10	80	90
Hair coloring			
Weekly color rinses	10	10	20
Discretionary hours	35		35
Totals	110	190	300

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 13 of this rule.

(c) All scalp treatments must be done on live models. At least fifty percent (50%) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. *(State Board of Cosmetology Examiners; 820 IAC 4-4-6; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-4-7 Specific curriculum for electrologists

Authority: IC 25-8-3-23
 Affected: IC 25-8

Sec. 7. (a) The following are the requirements for electrology training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Introduction to electrology	3		3
(1) Overview of school program			
(2) State laws and rules			
(3) Hair removal: past and present permanent, temporary, electronic tweezers, and laser			
Infection control	35		35

STATE BOARD OF COSMETOLOGY EXAMINERS

(1) Microbiology			
(2) Personal hygiene			
(3) Hand washing			
(4) Sanitation			
(5) Antisepsis			
(6) Disinfection			
(7) Sterilization (a minimum of two (2) hours must be actual manual use of sterilization equipment (steam autoclave or dry heat, or both) sterilized by each student)			
(8) Aseptic techniques			
(9) Immunology			
(10) Human immunodeficiency virus (HIV), hepatitis, and herpes			
Basic electricity	5		5
Basic chemistry	2		2
Causes of hair growth	8		8
(1) Terminology			
(2) Hair growth stimulation			
(3) Causes of excess hair			
(4) The endocrine system			
(5) The role of puberty, pregnancy, and menopause			
Anatomy and physiology	20		20
(1) Cells, metabolism, and body systems			
(2) Human anatomy			
Understanding electrolysis treatments	22		22
(1) Electrolysis equipment and accessories operation, care, and maintenance			
(2) Techniques and procedures			
(3) Variables: needles, intensity, timing, and insertions			
(4) Effects of maltreatment			
(5) Contraindications			
Modalities of electrolysis			
(1) Single needle electrolysis	8	24	32
(2) Multiple needle electrolysis	9	30	39
(3) Manual thermolysis	8	20	28
(4) Automatic thermolysis	9	25	34
(5) The blend	20	40	60
Professional considerations	5		5
(1) Professional image projection			
(2) Your personality and human relations			
(3) Ethical issues and legal issues			
(4) Business principles and practices			
Clinical learning experiences	7		7
(1) Interpersonal skills: stress management and relaxation techniques			

STATE BOARD OF COSMETOLOGY EXAMINERS

- (2) Health history assessment
- (3) Consultation
- (4) Contraindications
- (5) Pretreatment and posttreatment care
- (6) Practice on all body parts
- (7) Side effects, tissue injury, and complications
- (8) Treatment records

Totals	125 [sic.]	175 [sic.]	300
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(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 12 of this rule.

(c) All electrolysis services must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. *(State Board of Cosmetology Examiners; 820 IAC 4-4-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2418; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1490; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-4-7.1 Specific curriculum for estheticians

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 7.1. (a) An esthetician curriculum shall be a minimum course of seven hundred (700) hours of instruction in the theory and practice of esthetics consisting of the following:

Subject	Theory and Demonstration		Total Hours
	Practice	Actual Practice	
Chemistry of skin care	15	25	40
Physiology and dermatology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			
(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology, sterilization, and sanitation	15	20	35
(1) Personal hygiene			
(2) Public health			
(3) Sanitation and sterilization			
(4) Methods and procedures			
Introduction and operation to skin care machinery	20	70	90
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin diagnose			
(3) Patron appointments and consultation			
Skin care	35	120	155

STATE BOARD OF COSMETOLOGY EXAMINERS

(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Mask and packs			
(4) Massage and cleansing hands and feet (credit will not be allowed for manicures and pedicures)			
(5) Extraction technique			
Makeup	15	35	50
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
Eyebrows and eyelashes	10	30	40
(1) Arching			
(2) Eyelash application			
Hair removal (superfluous hair)	10	30	40
Tweezing, waxing, and depilatories			
(1) Lip, chin, and face			
(2) Leg			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			
(3) Facial treatments			
(4) Makeup			
Professional and personality development	20		20
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Management	25		25
Salesmanship, marketing, and retailing	5	20	25
(1) Salon development			
(2) Insurance			
(3) Client records			
State statute and rules	10		10
Discretionary hours			45
Total	230	425	700

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 11 of this rule.

(c) All acne treatments, makeup applications, and all waxing must be done on live models. At least fifty percent (50%) of other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of ninety (90) hours. Customers shall be rotated according to students' needs for practice on live models. *(State Board of Cosmetology Examiners; 820 IAC 4-4-7.1; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2688; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

STATE BOARD OF COSMETOLOGY EXAMINERS

820 IAC 4-4-7.2 Specific 1,000 hour curriculum for instructor training

Authority: IC 25-8-3-23; IC 25-8-5-4
 Affected: IC 25-8

Sec. 7.2. The following are the requirements for the one thousand (1,000) hour curriculum for instructor training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
(1) Lesson planning			
(2) Teaching techniques			
(3) Teaching aids			
(4) Developing, administering, and grading examinations			
School administration	30	20	50
(1) Record keeping			
(2) Law and rules			
Teaching			
(1) Assisting in the clinic and theory classrooms		150	150
(2) Practice teaching in the clinic and theory classrooms		260	260
Totals	300	700	1,000

(State Board of Cosmetology Examiners; 820 IAC 4-4-7.2; filed Dec 3, 1991, 11:00 a.m.: 15 IR 578, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-8 School examinations

Authority: IC 25-8-3-23
 Affected: IC 25-8-5; IC 25-8-14

Sec. 8. (a) Cosmetology schools shall give their students examinations in each of the subjects required in a particular course as listed in sections 4 through 7.2 of this rule. Discretionary hours shall not be considered a subject.

(b) Cosmetology schools may cover more than one (1) subject per examination.

(c) The passing score for each of these examinations shall be seventy-five percent (75%). *(State Board of Cosmetology Examiners; 820 IAC 4-4-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 4-4-9 Removal of credits prohibited

Authority: IC 25-8-3-23
 Affected: IC 25-8-5; IC 25-8-14

Sec. 9. (a) Cosmetology schools may not remove credits earned by students for any reason.

(b) As used in this section, "credits earned" includes the following:

- (1) Hours attended.
- (2) Actual practice performances completed.
- (3) Examinations passed.

(State Board of Cosmetology Examiners; 820 IAC 4-4-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; readopted filed

STATE BOARD OF COSMETOLOGY EXAMINERS

May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-10 Student progress book for cosmetology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Students in cosmetologist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING IN
COSMETOLOGY



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in cosmetology training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a cosmetologist license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 4 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

STATE BOARD OF COSMETOLOGY EXAMINERS

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Hair Styling (400 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	48	49	50	51	52	53
54	55	56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	71	72	73	74	75	76	77	78	79
80	81	82	83	84	85	86	87	88	89	90	91	92
93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118
119	120	121	122	123	124	125	126	127	128	129	130	131
132	133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156	157
158	159	160	161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180	181	182	183
184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209
210	211	212	213	214	215	216	217	218	219	220	221	222
223	224	225	226	227	228	229	230	231	232	233	234	235
236	237	238	239	240	241	242	243	244	245	246	247	248
249	250	251	252	253	254	255	256	257	258	259	260	261
262	263	264	265	266	267	268	269	270	271	272	273	274
275	276	277	278	279	280	281	282	283	284	285	286	287
288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313
314	315	316	317	318	319	320	321	322	323	324	325	326
327	328	329	330	331	332	333	334	335	336	337	338	339
340	341	342	343	344	345	346	347	348	349	350	351	352
353	354	355	356	357	358	359	360	361	362	363	364	365
366	367	368	369	370	371	372	373	374	375	376	377	378
379	380	381	382	383	384	385	386	387	388	389	390	391
392	393	394	395	396	397	398	399	400				

Hair Styling, Finger Waves (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Permanent Waving and Chemical Relaxing (100 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65

STATE BOARD OF COSMETOLOGY EXAMINERS

66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				
Scalp Treatments (50 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		
Facial Treatments (45 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45							
Makeup Application (15 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Hair Cuts (250 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181
182	183	184	185	186	187	188	189	190	191	192	193	194
195	196	197	198	199	200	201	202	203	204	205	206	207
208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233
234	235	236	237	238	239	240	241	242	243	244	245	246
247	248	249	250									
Hair Coloring, Temporary (18 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18								
Hair Coloring, Semipermanent (18 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18								
Hair Coloring, Permanent Coloring, Bleaching, and Frosting (40 performances)												

STATE BOARD OF COSMETOLOGY EXAMINERS

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40												

Shampoo (120 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120										

Manicures (27 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27												

Pedicures (15 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

Salesmanship (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Hair Removal (30 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30									

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19_____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-11 Student progress books for esthetician

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. (a) Students in esthetician training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

STATE BOARD OF COSMETOLOGY EXAMINERS

(b) It is the purpose of the progress book that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING
IN
ESTHETICS



STATE OF INDIANA
BOARD OF
COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

(1) All students enrolling in a cosmetology school for training as an esthetician shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an esthetician license.

(2) The amount of performances or hours are equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.

(4) Number of performances on mannequin, patron, or student or number of hours may be determined by each school subject to the requirements of 820 IAC 4-4-6.1.

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded thusly: one (1) project marked for one (1) project completed.

(8) The progress book shall not be taken home by the student and shall remain in the school at all times.

(9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initials _____

STATE BOARD OF COSMETOLOGY EXAMINERS

Skin Care Analysis/Consultations (50 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		

Facials:

Cleansing (100 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Massage (100 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Facials (145 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145											

Acne Treatments (5)

1	2	3	4	5
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Hand and Foot Treatments (25 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	

Makeup Application (50 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		

Eyelash Applications (15 performances)

Strip or Individual

1	2	3	4	5	6	7	8	9	10	11	12	13
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STATE BOARD OF COSMETOLOGY EXAMINERS

	14	15											
Waxing (110 performances)													
Lip	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30									
Chin	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30									
Facial	1	2	3	4	5	6	7	8	9	10			
Eyebrow	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30									
Leg	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15											
Sterilization and Sanitation (40 performances)	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30	31	32	33	34	35	36	37	38	39
	40												
Salesmanship (50 performances) (services or retail)	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30	31	32	33	34	35	36	37	38	39
	40	41	42	43	44	45	46	47	48	49	50		

I, _____, do hereby certify and declare this official progress book required to be kept by state board of cosmetology examiners is correct and an accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-11; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1494; filed May 4, 2001, 11:16 a.m.: 24 IR 2691; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-12 Student progress book for electrology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 12. (a) Students in electrology training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

STATE BOARD OF COSMETOLOGY EXAMINERS

- (d) All performances listed in this progress book are to be completed in accordance with 820 IAC 3.
- (e) The progress book reads as follows:

OFFICIAL STUDENT
 PROGRESS BOOK
 TRAINING
 IN
 ELECTROLOGY



STATE OF INDIANA
 BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____
 Date Issued _____
 Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in training as an electrologist shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an electrologist license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on patron or student may be determined by each school subject to the requirements of section 7 of this rule.
- (5) Any overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____
 Address _____
 City _____ State _____ Zip _____
 Instructor's signature _____
 Instructor's identifying initialing _____

Electrology Modalities - 175 total hours
 Galvanic Single Needle Electrolysis - 30 hours (1 performance equals 15 minutes)
 Facial Area - 15 hours (60 performances)
 Eyebrow

STATE BOARD OF COSMETOLOGY EXAMINERS

	1	2	3	4	5	6	7	8						
Hairline	1	2	3	4	5	6	7	8						
Chin	1	2	3	4	5	6	7	8						
Upper Lip	1	2	3	4	5	6	7	8	9	10	11	12		
Ears	1	2	3	4	5	6	7	8						
Neck	1	2	3	4	5	6	7	8						
	1	2	3	4	5	6	7	8	9	10	11	12	13	
	14	15	16											
Body Areas - 14 hours (56 performances)														
Underarm	1	2	3	4	5	6	7	8						
Breast	1	2	3	4										
Bikini - Abdomen	1	2	3	4	5	6	7	8						
Bikini - Upper Thigh	1	2	3	4	5	6	7	8						
Legs	1	2	3	4	5	6	7	8						
Back	1	2	3	4	5	6	7	8						
Arms	1	2	3	4	5	6	7	8						
Toes	1	2	3	4										
Fingers	1	2	3	4										
Galvanic Multiple Needle Electrolysis - 30 hours (1 performance equals 15 minutes)														
Facial Areas - 15.5 hours (62 [sic., 54] performances)														
Eyebrow	1	2	3	4	5	6	7	8						
Hairline	1	2	3	4	5	6	7	8						
Chin	1	2	3	4	5	6	7	8	9	10	11	12	13	
	14	15	16											
Upper Lip	1	2	3	4	5	6	7	8						
Ears	1	2												

STATE BOARD OF COSMETOLOGY EXAMINERS

Neck	1	2	3	4	5	6	7	8	9	10	11	12
Body Areas - 14.5 hours (58 performances)												
Underarm	1	2	3	4	5	6	7	8				
Breast	1	2	3	4								
Bikini - Abdomen	1	2	3	4	5	6	7	8				
Bikini - Upper Thigh	1	2	3	4	5	6	7	8				
Legs	1	2	3	4	5	6	7	8				
Back	1	2	3	4	5	6	7	8				
Arms	1	2	3	4	5	6	7	8				
Toes	1	2										
Fingers	1	2	3	4								
Manual Thermolysis - 20 hours (1 performance equals 15 minutes)												
Facial Areas - 7.5 hours (30 <i>[sic., 42]</i> performances)												
Eyebrow	1	2	3	4	5	6						
Hairline	1	2	3	4	5	6	7	8				
Chin	1	2	3	4	5	6	7	8				
Upper lip	1	2	3	4	5	6	7	8				
Ears	1	2	3	4								
Neck	1	2	3	4	5	6	7	8				
Body Areas - 15 hours (60 <i>[sic., 64]</i> performances)												
Underarm	1	2	3	4	5	6	7	8				
Breast	1	2	3	4	5	6	7	8				
Bikini - Abdomen	1	2	3	4	5	6	7	8				
Bikini - Upper Thigh	1	2	3	4	5	6	7	8				

STATE BOARD OF COSMETOLOGY EXAMINERS

Legs	1	2	3	4	5	6	7	8				
Back	1	2	3	4	5	6	7	8				
Arms	1	2	3	4	5	6	7	8				
Toes	1	2	3	4								
Fingers	1	2	3	4								

Flash Thermolysis - 30 hours (1 performance equals 15 minutes)

Facial Areas - 15 hours (60 [*sic.*, 50] performances)

Eyebrow	1	2	3	4	5	6	7	8				
Hairline	1	2	3	4	5	6	7	8	9	10	11	12
Chin	1	2	3	4	5	6	7	8	9	10	11	12
Upper Lip	1	2	3	4	5	6	7	8				
Ears	1	2										
Neck	1	2	3	4	5	6	7	8				

Body Areas - 13.5 hours (54 performances)

Underarm	1	2	3	4	5	6	7	8				
Breast	1	2	3	4								
Bikini - Abdomen	1	2	3	4	5	6	7	8				
Bikini - Upper Thigh	1	2	3	4	5	6	7	8				
Legs	1	2	3	4	5	6	7	8				
Back	1	2	3	4	5	6						
Arms	1	2	3	4	5	6	7	8				
Toes	1	2										
Fingers	1	2										

Blend - 55 hours (1 performance equals 15 minutes)

STATE BOARD OF COSMETOLOGY EXAMINERS

Facial Areas - 20 hours (80 [sic., 104] performances)

Eyebrow

1 2 3 4 5 6 7 8 9 10 11 12

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20

Upper Lip

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Ears

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Neck

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32

Body Areas - 25 hours (100 performances)

Underarm

1 2 3 4 5 6 7 8 9 10 11 12

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Bikini - Upper Thigh

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Legs

1 2 3 4 5 6 7 8 9 10 11 12

Back

1 2 3 4 5 6 7 8 9 10 11 12

Arms

1 2 3 4 5 6 7 8 9 10 11 12

Toes

1 2 3 4 5 6 7 8

Fingers

1 2 3 4 5 6 7 8

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19__.

Notary Public _____

STATE BOARD OF COSMETOLOGY EXAMINERS

My Commission Expires _____
County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-12; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1496; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-13 Student progress book for shampoo operators

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 13. (a) Students in shampoo operator training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in the progress book are to be completed in accordance with 820 IAC 3.

(e) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
SHAMPOO OPERATOR
TRAINING



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

(1) All students enrolling in training as a shampoo operator shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a shampoo operator license.

(2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.

(4) Number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 8 of this rule.

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded as one (1) project marked for one (1) project completed.

(8) The progress book must never be taken home by the student and must remain in the school at all times.

(9) The requirements of the progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

STATE BOARD OF COSMETOLOGY EXAMINERS

Address _____
 City _____ State _____ Zip _____
 Instructor's signature _____
 Instructor's identifying initialing _____

Shampoo Rinsing (360 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	164	165	166	167	168	169
170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208
209	210	211	212	213	214	215	216	217	218	219	220	221
222	223	224	225	226	227	228	229	230	231	232	233	234
235	236	237	238	239	240	241	242	243	244	245	246	247
248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273
274	275	276	277	278	279	280	281	282	283	284	285	286
287	288	289	290	291	292	293	294	295	296	297	298	299
300	301	302	303	304	305	306	307	308	309	310	311	312
313	314	315	316	317	318	319	320	321	322	323	324	325
326	327	328	329	330	331	332	333	334	335	336	337	338
339	340	341	342	343	344	345	346	347	348	349	350	351
352	353	354	355	356	357	358	359	360				

Scalp Treatment (40 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40												

Weekly Color Rinse (60 performances)

STATE BOARD OF COSMETOLOGY EXAMINERS

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60					

Salesmanship (40 performances)

Scalp Treatments (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Weekly Color Rinses (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19 ____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-13; filed Oct 27, 1993, 9:00 a.m.: 17 IR 396; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1499; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-14 Student progress book for manicurists

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 14. (a) Students in manicurist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in the progress book are to be completed in accordance with 820 IAC 3.

(e) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING IN
MANICURING



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE IN PROGRESS BOOK

STATE BOARD OF COSMETOLOGY EXAMINERS

- (1) All students enrolling in manicuring training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a manicurist license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit and given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on patron or student may be determined by each school subject to the requirements of section 6 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of the progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Manicures (40 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40												

Nail Techniques (28 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28											

Nail Repair (15 performances)

(1 performance per patron)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

Pedicures (15 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

Salesmanship (20 performances)

Services or Retail

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Electric File/Drill (20 performances)

STATE BOARD OF COSMETOLOGY EXAMINERS

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this day of _____, 20_____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-14; filed Oct 27, 1993, 9:00 a.m.: 17 IR 398; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1500; filed May 4, 2001, 11:16 a.m.: 24 IR 2693; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3179; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109)

820 IAC 4-4-15 Student progress book for instructor training (Repealed)

Sec. 15. *(Repealed by State Board of Cosmetology Examiners; filed May 4, 2001, 11:16 a.m.: 24 IR 2694)*

ARTICLE 5. TANNING FACILITIES

Rule 1. Sanitation and Safety

820 IAC 5-1-1 "Commissioner" defined (Repealed)

Sec. 1. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-1.5 "Board" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 1.5. As used in this rule, "board" means the Indiana board of cosmetology examiners or its authorized representative. *(State Board of Cosmetology Examiners; 820 IAC 5-1-1.5; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236)*

820 IAC 5-1-2 "Customer" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 2. As used in this rule, "customer" means a person receiving the services of a tanning facility. *(State Board of Cosmetology Examiners; 820 IAC 5-1-2; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-2) to the State Board of Cosmetology Examiners (820 IAC 5-1-2) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-3 "Department" defined (Repealed)

Sec. 3. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-4 "Inspection" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

STATE BOARD OF COSMETOLOGY EXAMINERS

Sec. 4. As used in this rule, “inspection” means an official examination or observation, including, but not limited to, tests, surveys, and monitoring, to determine compliance with orders, requirements, and conditions. (*State Board of Cosmetology Examiners; 820 IAC 5-1-4; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-4) to the State Board of Cosmetology Examiners (820 IAC 5-1-4) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-5 “Interference with board agent” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 5. As used in this rule, “interference with board agent” means, but is not limited to, physical obstruction, attack, or threatened attack on a representative of the department while that representative is conducting inspection, licensing, or enforcement activities. (*State Board of Cosmetology Examiners; 820 IAC 5-1-5; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-5) to the State Board of Cosmetology Examiners (820 IAC 5-1-5) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-6 “Operator” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 6. (a) As used in this rule, “operator” means an individual eighteen (18) years of age or older, designated by the owner or licensee to control operation of the tanning facility and to instruct and assist the consumer in the proper operation of its sunlamp products. The operator is responsible for running the sunlamp products, exercising control over the kill switches, cleaning the equipment, cleaning the protective eyewear, providing protective eyewear to the users, and giving instructions to the person using the equipment.

(b) The person who is at the tanning facility to use the tanning equipment shall not be the operator.

(c) There must be at least one (1) operator on the premises at all times that the tanning facility is open. However, the tanning facility may have working at the tanning facility an employee who is not an operator. (*State Board of Cosmetology Examiners; 820 IAC 5-1-6; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-6) to the State Board of Cosmetology Examiners (820 IAC 5-1-6) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-7 “Person” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 7. As used in this rule, “person” means any individual, partnership, copartnership, firm, company, corporation, association, trust, estate, or any other legal entity, its or their successors or assigns or agents of the aforesaid. (*State Board of Cosmetology Examiners; 820 IAC 5-1-7; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-7) to the State Board of Cosmetology Examiners (820 IAC 5-1-7) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-8 “Protective eyewear” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 8. As used in this rule, “protective eyewear” means any device designed to be worn by users of sunlamp products to reduce the exposure of the eyes to radiation. (*State Board of Cosmetology Examiners; 820 IAC 5-1-8; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of

Health (410 IAC 6-13-8) to the State Board of Cosmetology Examiners (820 IAC 5-1-8) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-9 “Radiation machine” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 9. As used in this rule, “radiation machine” means any device capable of producing radiation, including ultraviolet radiation used for tanning. (*State Board of Cosmetology Examiners; 820 IAC 5-1-9; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: *Transferred from the Indiana State Department of Health (410 IAC 6-13-9) to the State Board of Cosmetology Examiners (820 IAC 5-1-9) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-10 “Spectral irradiance” defined (Repealed)

Sec. 10. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-11 “Spectral transmittance” defined (Repealed)

Sec. 11. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-12 “Sunlamp product” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 12. As used in this rule, “sunlamp product” means any electronic product designed to incorporate one (1) or more ultraviolet lamps and intended for irradiation of any part of the living human body, by ultraviolet radiation with wavelength in air between two hundred (200) and four hundred (400) nanometers, to induce skin tanning. (*State Board of Cosmetology Examiners; 820 IAC 5-1-12; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: *Transferred from the Indiana State Department of Health (410 IAC 6-13-12) to the State Board of Cosmetology Examiners (820 IAC 5-1-12) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-13 “Tanning facility” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 13. As used in this rule, “tanning facility” means a facility that provides persons access to use a sunlamp product and charges a fee for a membership or usage. The term includes any club or association that provides access to a sunlamp to its members. The term does not include a medical treatment facility that uses ultraviolet radiation under the supervision of a licensed physician or other licensed medical practitioner in the treatment of disease. (*State Board of Cosmetology Examiners; 820 IAC 5-1-13; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: *Transferred from the Indiana State Department of Health (410 IAC 6-13-13) to the State Board of Cosmetology Examiners (820 IAC 5-1-13) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-14 “Ultraviolet radiation” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 14. As used in this rule, “ultraviolet radiation” includes radiation in the wavelengths between two hundred (200) and four hundred (400) nanometers. (*State Board of Cosmetology Examiners; 820 IAC 5-1-14; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378;*

STATE BOARD OF COSMETOLOGY EXAMINERS

readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-14) to the State Board of Cosmetology Examiners (820 IAC 5-1-14) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-15 “Violation” defined

Authority: IC 25-8-15.4-23

Affected: IC 25-1-11-5; IC 25-8-15.4

Sec. 15. As used in this rule, “violation” means the failure of an owner, agent, or employee of a tanning facility to abide by IC 25-1-11-5 and local ordinances. (State Board of Cosmetology Examiners; 820 IAC 5-1-15; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-15) to the State Board of Cosmetology Examiners (820 IAC 5-1-15) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-16 License to operate required

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-5

Sec. 16. A person may not charge a fee for the use of sunlamp products unless the person has a license from the board of cosmetology examiners to operate a tanning facility. A separate license must be obtained for each tanning facility the person operates. (State Board of Cosmetology Examiners; 820 IAC 5-1-16; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-16) to the State Board of Cosmetology Examiners (820 IAC 5-1-16) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-17 License period

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-9

Sec. 17. A license to operate a tanning facility under this rule shall expire on July 1 of the second succeeding year following the date the license was issued. (State Board of Cosmetology Examiners; 820 IAC 5-1-17; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-17) to the State Board of Cosmetology Examiners (820 IAC 5-1-17) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-18 License transfers

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-9

Sec. 18. A license can only be transferred when the tanning facility has moved location. Changing ownership of the tanning facility requires a new license. (State Board of Cosmetology Examiners; 820 IAC 5-1-18; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-18) to the State Board of Cosmetology Examiners (820 IAC 5-1-18) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-19 Government exemption (Repealed)

Sec. 19. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-20 License application required

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

STATE BOARD OF COSMETOLOGY EXAMINERS

Sec. 20. To obtain a license to operate a tanning facility, a person must do the following:

- (1) File an application with the board on a form prescribed by the board. Such information shall include the following:
 - (A) The name, address, and telephone number of the following:
 - (i) The tanning facility.
 - (ii) The owner of the tanning facility.
 - (iii) If the licensee is a corporation, all shareholders owning five percent (5%) or greater who own a sunlamp product.
 - (iv) If the licensee is a partnership, all partners of a business who own a sunlamp product.
 - (v) All settlors, trustees, and beneficiaries of trusts who own a sunlamp product.
 - (B) If the facility is mobile, the location, by address, at which the facility will be parked during the hours it is open for business.
 - (C) A signed and dated certification that the applicant has read and understands the requirements of this rule.
 - (D) All additional information requested by the department to substantiate that the proposed facility can reasonably be expected to provide access to sunlamp products without causing a health or safety hazard to its customers.
- (2) Pay a fee of two hundred dollars (\$200).
- (3) Each person operating a tanning facility on the effective date of this rule shall apply for a permit no later than sixty (60) days following the effective date of this rule.
- (4) Each person establishing or acquiring a tanning facility after the effective date of this rule shall apply to the board for a license and obtain such license prior to operating the facility.
- (5) The owner shall maintain and make available for inspection written records that must include the:
 - (A) manufacturer;
 - (B) year and month of manufacture;
 - (C) model number;
 - (D) serial number; and
 - (E) type;

of each sunlamp product located within the facility.

(State Board of Cosmetology Examiners; 820 IAC 5-1-20; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-20) to the State Board of Cosmetology Examiners (820 IAC 5-1-20) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-21 License to be displayed

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-10

Sec. 21. A person holding a tanning facility license issued under this rule shall display the license in a manner that is clearly visible to customers using the tanning facility. *(State Board of Cosmetology Examiners; 820 IAC 5-1-21; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-21) to the State Board of Cosmetology Examiners (820 IAC 5-1-21) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-22 Notification of changes

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-7

Sec. 22. The operator of a tanning facility shall notify the board in writing before making any changes to the facility or its operating procedures which would require amendment of any information previously submitted to the board in accordance with this rule. Changing ownership of the tanning facility requires the new owner to obtain a new license. *(State Board of Cosmetology Examiners; 820 IAC 5-1-22; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-22) to the*

State Board of Cosmetology Examiners (820 IAC 5-1-22) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-23 Equipment construction

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 23. Sunlamp products shall meet the following codes:

(1) All sunlamp product electrical circuits shall be listed by the Underwriter Laboratories (UL) or the Electrical Testing Laboratories (ETL).

(2) Defective or burned out lamps or filters shall be replaced with a type intended for use in that device as specified on the product label or certified by the manufacturer to be equivalent to those specified on the product label.

(State Board of Cosmetology Examiners; 820 IAC 5-1-23; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-23) to the State Board of Cosmetology Examiners (820 IAC 5-1-23) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-24 Consumer protection

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 24. There shall be physical barriers to protect customers from injury induced by touching or breaking the lamps in a sunlamp product. Each customer shall be shown how to use suitable physical aids. Each customer shall be shown how to maintain the proper exposure distance recommended by the manufacturer. There shall also be the following requirements:

(1) The construction of a tanning booth shall be such that it will withstand the stress of use and the impact of a falling person.

(2) There shall be physical barriers or other means such as handrails or floor markings to indicate the proper exposure distance between ultraviolet lamps and the customer's skin in upright tanning booths.

(3) Each ultraviolet lamp contained within the sunlamp product shall be shielded to prevent contact with the customer. A screen or transparent cover shall be used for this purpose.

(4) Body contact surfaces of each sunlamp product shall be sanitized by the operator between each customer use by swabbing the body contact surfaces with a chemical sanitizing solution of at least twice the strength required for that particular sanitizing solution as stated in section 25(d)(1), 25(d)(2), 25(d)(3), or 25(d)(4) of this rule. The swabbing shall be accomplished with single use towels. Exposure to the ultraviolet radiation produced by the tanning equipment itself is not a sanitizing agent for the purposes of this rule.

(5) The operator of a tanning facility shall keep a list of emergency telephone numbers in view at each tanning facility. This list shall include the telephone numbers of the following:

(A) Closest hospital.

(B) Fire department.

(C) Emergency medical services or, if the service is available, 911.

(State Board of Cosmetology Examiners; 820 IAC 5-1-24; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-24) to the State Board of Cosmetology Examiners (820 IAC 5-1-24) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-25 Protective eyewear

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 25. (a) No person shall be allowed to use a sunlamp product unless protective eyewear is worn.

(b) Each consumer shall be provided with protective eyewear and instructions for its use.

(c) The spectral transmittance of the protective eyewear required by this section shall not exceed a value of one-thousandth (0.001) over the wavelength through a range of greater than two hundred (200) nanometers through three hundred twenty (320)

nanometers, and a value of one-hundredth (0.01) over the wavelength range of greater than three hundred twenty (320) nanometers through four hundred (400) nanometers, and shall be sufficient over the wavelength greater than four hundred (400) nanometers to enable the user to see clearly enough to prevent injury and to turn the timer off.

(d) Protective eyewear provided by the operator shall be sanitized by the operator before each use by:

(1) immersion for at least one (1) minute in a clean solution containing at least two hundred (200) milligrams per liter (two hundred (200) parts per million) of available quaternary ammonium compound at a temperature of at least seventy-five (75) degrees Fahrenheit;

(2) immersion for at least one (1) minute in a clean solution containing at least fifty (50) milligrams per liter (fifty (50) parts per million) of available chlorine as a hypochlorite and at a temperature of at least seventy-five (75) degrees Fahrenheit;

(3) immersion for at least one (1) minute in a clean solution containing at least twelve and one-half (12.5) milligrams per liter (twelve and one-half (12.5) parts per million) of available iodine and at a pH of which the efficacy has been demonstrated to be effective by the manufacturer and at a temperature of at least seventy-five (75) degrees Fahrenheit;

(4) immersion in a clean solution containing any other chemical sanitizing agent approved by the department that will provide the equivalent bactericidal effect of a solution containing at least fifty (50) milligrams per liter of available chlorine as hypochlorite at a temperature of at least seventy-five (75) degrees Fahrenheit for one (1) minute; or

(5) swabbing with a chemical sanitizing solution of the same strength required under subdivision (1) if quaternary ammonium compounds are used or at least twice the strength required for that particular sanitizing solution if halogens are used under subdivisions (2) through (4).

(e) A test kit or other device that accurately measures the concentration of the sanitizing solution in parts per million shall be provided and used to measure the strength of the sanitizing solution at least once each day of tanning facility operation.

(f) Exposure to the ultraviolet radiation produced by the tanning equipment itself is not considered a sanitizing agent.

(g) Each sunlamp product shall be accompanied by at least the number of sets of protective eyewear that is equal to the number of customers who can simultaneously use the facility. Eyewear shall be provided and shall meet or exceed the sunlamp product manufacturer's recommendations. *(State Board of Cosmetology Examiners; 820 IAC 5-1-25; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-25) to the State Board of Cosmetology Examiners (820 IAC 5-1-25) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-26 Limiting exposure

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 26. Each customer shall be limited to less than or equal to the maximum exposure time recommended by the manufacturer of the sunlamp product. However, in no event shall exposure at a tanning facility be allowed for more than the manufacturer's recommended exposure time for a given skin type in any twenty-four (24) hour period. *(State Board of Cosmetology Examiners; 820 IAC 5-1-26; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1380; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-26) to the State Board of Cosmetology Examiners (820 IAC 5-1-26) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-27 Equipment controls

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 27. (a) A control or kill switch must be incorporated on each sunlamp product which enables the customer to manually terminate radiation without disconnecting the electrical plug or coming into contact with the ultraviolet lamp.

(b) The electric power supply for each sunlamp product must run through a control or kill switch that will enable the operator to manually terminate the radiation. There must be a clear wide path to the kill switches. There shall be no obstructions of any kind in front of the kill switches, including, but not limited to, a circuit breaker cover, chairs, or any boxes or storage on the floor. The controller kill switch must be outside of the room that contains the sunlamp products. *(State Board of Cosmetology Examiners; 820 IAC 5-1-27; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1380; filed Sep 17, 1998, 3:55 p.m.: 22 IR 459; readopted filed Jul 17, 2001,*

9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-27) to the State Board of Cosmetology Examiners (820 IAC 5-1-27) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-28 Sunlamp product maintenance

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 28. (a) No customer shall be allowed to use a sunlamp product having a defective timer.

(b) All sunlamp products shall be maintained in compliance with this rule concerning repair, labeling, and alteration and accessibility of timing devices. If a part must be replaced, the defective part shall be replaced with a part which complies with 21 CFR 1040.20(c) (April 1988 Edition). Sunlamp products shall be maintained as follows:

(1) For each sunlamp product and ultraviolet lamp, the ratio of the irradiance within the wavelength range of greater than two hundred (200) nanometers through two hundred sixty (260) nanometers to the irradiance within the wavelength range of greater than two hundred sixty (260) nanometers through three hundred twenty (320) nanometers shall not exceed three-thousandths (0.003) at any distance or direction from the product or lamp.

(2) Each sunlamp product shall incorporate a timing device with multiple timer settings adequate for the manufacturer's recommended exposure intervals as follows:

(A) The timer may not automatically reset and cause radiation emission to resume for a period greater than the unused portion of the timer cycle when emission from the sunlamp product has been terminated.

(B) The timing device shall not automatically reset when emission from the sunlamp product has been terminated. This requirement does not preclude the ability of the customer to reset the time.

(C) The maximum timer interval shall not exceed the manufacturer's maximum recommended exposure time. No timer shall have an error greater than ten percent (10%) of the maximum timer interval for the product.

(State Board of Cosmetology Examiners; 820 IAC 5-1-28; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1380; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-28) to the State Board of Cosmetology Examiners (820 IAC 5-1-28) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-29 Warning sign

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-12; IC 25-8-15.4-13

Sec. 29. An operator of a tanning facility shall conspicuously display warning signs in accordance with the following:

(1) A warning sign shall be posted in each tanning facility room where customers arrange for the use of a sunlamp product, in each tanning facility room where customers wait to use a sunlamp product, and in the immediate proximity of and no less than one (1) meter or thirty-nine (39) inches from each sunlamp product. The warning sign shall be readily legible, clearly visible, and not obstructed by any barrier, equipment, or other item present so that the customer can easily view the warning sign before energizing the ultraviolet light generating equipment. The warning sign shall meet the following requirements:

(A) The uppercase letters on the warning sign in the room where the customers pay for the use of a sunlamp product and in the room where the customers wait to use a sunlamp product shall be at least eighteen (18) millimeters or eleven-sixteenths (11/16) inch tall and the lowercase letters shall be at least thirteen (13) millimeters or one-half (1/2) inch tall.

(B) The uppercase letters on the warning sign in the immediate proximity of the sunlamp product shall be at least ten (10) millimeters or seven-sixteenths (7/16) inch tall and the lowercase letters shall be five (5) millimeters or one-fourth (1/4) inch tall.

(2) The warning signs required by subdivision (1) shall state the following:

WARNING: ULTRAVIOLET RADIATION

FAILURE TO USE PROTECTIVE EYEWEAR MAY RESULT IN SEVERE BURNS OR LONG-TERM INJURY TO THE EYES

1. Protective eyewear is required by law.

2. Follow instructions.

3. Avoid overexposure. As with natural sunlight, exposure can cause eye and skin injury and allergic reactions. Repeated exposure may cause skin cancer or chronic sun damage characterized by wrinkling, dryness, fragility and bruising of the skin.

4. Ultraviolet radiation from sunlamps will aggravate the effects of the sun. Therefore, do not sunbathe before or after exposure to ultraviolet radiation.

5. Medication or cosmetics may increase sensitivity to ultraviolet radiation. Consult a physician before using a sunlamp if you are using medications, have history of skin problems, or believe you are especially sensitive to sunlight. Individuals on birth control medication who use this product may develop discolored skin.

IF YOU DO NOT TAN IN THE SUN IT IS UNLIKELY THAT YOU WILL TAN FROM THE USE OF THIS DEVICE

(State Board of Cosmetology Examiners; 820 IAC 5-1-29; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1381; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-29) to the State Board of Cosmetology Examiners (820 IAC 5-1-29) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-30 Customer warning

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-11

Sec. 30. Before a person uses a tanning device in a tanning facility, the operator, owner, or employee of the operator or owner of the tanning facility shall require the person to read and sign a written statement approved by the department that contains the following information:

(1) A person who uses a tanning device in this tanning facility must use protective eyewear.

(2) If the provided eye protection is not worn, use of a tanning device in this tanning facility may cause damage to the eyes.

(3) Overexposure to the ultraviolet radiation produced by a tanning device in this tanning facility may cause burns.

(4) Exposure to the ultraviolet radiation produced by the tanning devices in this tanning facility may cause premature aging of the skin and skin cancer.

(5) Abnormal skin sensitivity to ultraviolet radiation or burning may be caused by certain foods, cosmetics, or medication, including the following:

(A) Tranquilizers.

(B) Diuretics.

(C) Antibiotics.

(D) High blood pressure medication.

(E) Birth control medication.

(F) Other photosensitizing agents as determined under rules adopted by the board.

(6) An individual who is taking a prescription drug or over-the-counter drug should consult a physician before using a tanning device.

(State Board of Cosmetology Examiners; 820 IAC 5-1-30; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1381; filed Sep 17, 1998, 3:55 p.m.: 22 IR 459; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-30) to the State Board of Cosmetology Examiners (820 IAC 5-1-30) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-31 Parental supervision

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-15

Sec. 31. (a) A person who is less than sixteen (16) years of age must be accompanied by a parent or guardian while the child is using a sunlamp product in a tanning facility and while that sunlamp product is in use.

(b) A person who is less than eighteen (18) years of age may not use a sunlamp product in a tanning facility unless the parent or guardian of the person has also signed the written statement under section 34 of this rule in the presence of the operator of the tanning facility. *(State Board of Cosmetology Examiners; 820 IAC 5-1-31; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-31) to the State Board of Cosmetology Examiners (820 IAC 5-1-31) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-32 Records

Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-14

Sec. 32. The operator shall require each customer to fill out a form specifying home address, phone number, and age. This form shall be kept as a permanent record of the individual's attendance. (*State Board of Cosmetology Examiners; 820 IAC 5-1-32; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-32) to the State Board of Cosmetology Examiners (820 IAC 5-1-32) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-33 Assurance of notification

Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4

Sec. 33. (a) Each time a customer uses a tanning facility, or each time a customer executes or renews a contract to use a tanning facility, the customer must, before using a sunlamp product, sign a written statement that he or she:

- (1) has read and understood the warnings specified in sections 29 through 30 of this rule before using the device;
- (2) agrees to use the protective eyewear that the tanning facility provides;
- (3) understands that some people who are not susceptible to tanning under natural sunlight may also not be susceptible to tanning under artificial light; and
- (4) has not used a tanning device within the past twenty-four (24) hours.

(b) For visually handicapped persons, the warning statement shall be read by the operator in the presence of a witness. Both the witness and the operator shall sign the statement.

(c) The owner or operator must maintain for a period not less than twenty-four (24) months, a record signed by the customer that he or she has read and understood the warning required in sections 29 through 30 of this rule.

(d) Records of each customer's total number of tanning visits and tanning times must be kept at the tanning facility and available for inspection for one (1) year. In addition, records up to five (5) years old must be provided to the board on request, although they need not be kept at the tanning facility. It is recommended that records be kept permanently, as potentially adverse health effects from tanning may not become apparent within five (5) years. (*State Board of Cosmetology Examiners; 820 IAC 5-1-33; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-33) to the State Board of Cosmetology Examiners (820 IAC 5-1-33) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-34 Training

Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-14

Sec. 34. (a) Each operator must be adequately trained prior to serving the customers. Training shall include the following:

- (1) The requirements of sections 22 through 33 of this rule.
- (2) Procedures for correct operation of the facility.
- (3) How to recognize injury or overexposure.
- (4) Manufacturer's procedures for operation and maintenance of sunlamp products.
- (5) Emergency procedures in case of injury.

(b) A list of operators trained in accordance with this section shall be maintained and available at the facility during employment and for a period of one (1) year after termination. The list shall include the name, last known mailing address, and home telephone number of each operator. (*State Board of Cosmetology Examiners; 820 IAC 5-1-34; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-34) to the State Board of Cosmetology Examiners (820 IAC 5-1-34) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-35 Local zoning requirements

Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-7

Sec. 35. Tanning facilities shall meet all requirements of the local zoning commission and shall be approved by said commission before construction or operation begins. *(State Board of Cosmetology Examiners; 820 IAC 5-1-35; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-35) to the State Board of Cosmetology Examiners (820 IAC 5-1-35) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-36 Safe water supply

Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-14

Sec. 36. A tanning facility shall be provided with safe, potable water. *(State Board of Cosmetology Examiners; 820 IAC 5-1-36; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1383; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; errata, 22 IR 3420; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-36) to the State Board of Cosmetology Examiners (820 IAC 5-1-36) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-37 Water supplied under pressure (Repealed)

Sec. 37. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-38 Location of tanning facility water supplies (Repealed)

Sec. 38. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-39 Well head location (Repealed)

Sec. 39. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-40 Well casing construction (Repealed)

Sec. 40. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-41 Pump and pressure tank sizing (Repealed)

Sec. 41. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-42 Water distribution system disinfection (Repealed)

Sec. 42. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-43 Water supply construction (Repealed)

Sec. 43. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-44 Sewage disposal (Repealed)

Sec. 44. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-45 Sewage disposal system type (Repealed)

Sec. 45. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-46 Sewage disposal system construction (Repealed)

Sec. 46. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-47 Sewage disposal system location (Repealed)

Sec. 47. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-48 Advertising requirements

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-13

Sec. 48. A tanning facility owner or operator shall not claim, or distribute promotional material that claims, that using a sunlamp product is safe or free from risk. A tanning facility owner or operator shall not advertise or promote special unlimited use of the tanning facilities that encourage customers to repetitively use the facility beyond the manufacturer's recommended limits for a twenty-four (24) hour period. *(State Board of Cosmetology Examiners; 820 IAC 5-1-48; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1384; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-48) to the State Board of Cosmetology Examiners (820 IAC 5-1-48) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-49 Levying civil penalties

Authority: IC 25-8-15.4-23

Affected: IC 4-21.5; IC 25-8-15.4

Sec. 49. (a) The board may commence an action to levy civil penalties against the owner or operator of a tanning facility who does either of the following:

(1) Fails to comply with any federal, state, or local statute, rule, or ordinance regarding sunlamp products or the operation of any enterprise that owns sunlamp products.

(2) Interferes with or obstructs the board or its designated agent in the performance of its duties.

(b) A civil penalty shall not exceed one thousand dollars (\$1,000) per violation and the absence of harm will not result in assessment of a lower penalty for a violation.

(c) In the determination of the seriousness of the violation and the specific amount of the civil penalty to be sought for each violation, the department will consider the following:

(1) The potential for harm or imminent threat to public health.

(2) The extent of deviation from statutory or regulatory requirements.

(3) The degree of willfulness or negligence.

(4) Any history of noncompliance.

(d) After determining the appropriate penalty based on the schedule in this section, the department may adjust the penalty to reflect a good faith effort to comply by the owner or operator of a tanning facility.

(e) Each individual penalty may be multiplied by the number of days the particular violation occurred.

(f) After filing an action under IC 4-21.5, and in an attempt to resolve violations without resort to a hearing, the department may negotiate and enter into agreed orders. An agreed order may suspend all or part of the civil penalty calculated under the requirements and deadlines established in the agreed order. *(State Board of Cosmetology Examiners; 820 IAC 5-1-49; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1384; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-49) to the State Board of Cosmetology Examiners (820 IAC 5-1-49) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-50 Incorporation by reference

Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4

Sec. 50. When used in this rule, 21 CFR 1040.20, (April 1988) is hereby incorporated by reference. This federal rule as incorporated does not include any later amendments than those specified in the incorporation citation. Sales of the CFR are handled exclusively by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. The incorporated material is available for public review at the Indiana state department of health. (*State Board of Cosmetology Examiners; 820 IAC 5-1-50; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1385; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-50) to the State Board of Cosmetology Examiners (820 IAC 5-1-50) by P.L. 142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-51 Injuries

Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4

Sec. 51. Operators must promptly report any injury that:

- (1) would be considered life threatening;
- (2) could result in permanent injury; or
- (3) could necessitate any form of medical treatment or first aid.

(*State Board of Cosmetology Examiners; 820 IAC 5-1-51; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*)

ARTICLE 6. CONTINUING EDUCATION

Rule 1. Approved Cosmetology Educators

820 IAC 6-1-1 Continuing education credit

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 1. Credit for fulfillment of the continuing education requirement will be granted only to cosmetology professionals who have successfully completed continuing education courses offered by approved cosmetology educators. (*State Board of Cosmetology Examiners; 820 IAC 6-1-1; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3466; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-2 Application for approval as cosmetology educator

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 2. Educational institutions, organizations, or individuals applying for board approval as an approved cosmetology educator shall submit the following information:

- (1) Name, address, telephone number, and facsimile (FAX) number (if any) of the applicant.
- (2) If the applicant is a partnership, the names and addresses of the partners.
- (3) If the applicant is a corporation, the names and addresses of the officers and directors.
- (4) If the applicant is a limited liability company, the names and addresses of the members and managers.

(*State Board of Cosmetology Examiners; 820 IAC 6-1-2; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3466; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-3 Certificate of course completion

Authority: IC 25-8-3-23
Affected: IC 25-8-15-6

Sec. 3. The certificate of course completion required under IC 25-8-15-6 shall indicate the following:

- (1) Name, address, and signature of the approved cosmetology educator and provider.
- (2) Name, address, and signature of the instructor.
- (3) Name, address, and license number of the attendee.
- (4) Title of the course.
- (5) Course location.
- (6) Date of the course.
- (7) Number of continuing education credit hours completed.

(State Board of Cosmetology Examiners; 820 IAC 6-1-3; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221; filed Sep 30, 2003, 11:30 a.m.: 27 IR 516)

820 IAC 6-1-4 Course availability

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 4. All continuing education courses shall be available to all cosmetology professionals; however, a course may be limited to one (1) license type only. *(State Board of Cosmetology Examiners; 820 IAC 6-1-4; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)*

820 IAC 6-1-5 Renewal of cosmetology educator approval

Authority: IC 25-8-3-23
Affected: IC 25-8-15-2

Sec. 5. Board approval of a cosmetology educator under IC 25-8-15-2 expires on December 31 of each odd-numbered year. In order to renew board approval, an approved cosmetology educator under IC 25-8-15-2 must submit a letter to the board requesting such renewal by December 1 of that year. *(State Board of Cosmetology Examiners; 820 IAC 6-1-5; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)*

820 IAC 6-1-6 Instructors; qualifications

Authority: IC 25-8-3-23
Affected: IC 25-8-5

Sec. 6. (a) Approved cosmetology educators shall ensure that the instructor(s) for that course shall possess at least one (1) of the following minimum qualifications:

- (1) An instructor for a cosmetology school licensed under IC 25-8-5.
 - (2) Five (5) years of full-time experience in a profession, trade, or technical occupation relevant to cosmetology, manicuring, esthetics, or electrology.
 - (3) Possession of a bachelor's degree from a college or university in a related field to that in which the person is to teach or a comparable degree from a school of a foreign country.
- (b) An instructor may not teach courses outside of the instructor's area of expertise.
- (c) An instructor whose professional license has been limited, suspended, or revoked in any jurisdiction may not instruct a continuing education course while the disciplinary action is in effect.

(d) Any substitute instructor shall meet the qualifications of this section. *(State Board of Cosmetology Examiners; 820 IAC 6-1-6; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)*

820 IAC 6-1-7 Course approval

Authority: IC 25-8-3-23
Affected: IC 25-8-5

Sec. 7. Continuing education courses given by an approved cosmetology educator that is not a cosmetology school licensed under IC 25-8-5 shall be considered approved as of the date of approval by the board, and therefore course sessions predating the approval date do not qualify. *(State Board of Cosmetology Examiners; 820 IAC 6-1-7; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)*

820 IAC 6-1-8 Continuing education courses; review by board

Authority: IC 25-8-3-23
Affected: IC 25-8-5

Sec. 8. If an approved cosmetology educator is also a cosmetology school licensed under IC 25-8-5 and intends to offer continuing education, it must submit the following prior to offering any continuing education course:

- (1) The names and qualifications of the faculty for each course.
- (2) The school's experience with presenting continuing education courses.
- (3) Course outlines for the subjects to be offered.
- (4) A tentative schedule of classes.
- (5) The fee to be charged for each course.

(State Board of Cosmetology Examiners; 820 IAC 6-1-8; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-1-9 Course outline

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 9. Approved cosmetology educators shall prepare and distribute a course outline to the attendees. The outline shall state the number of continuing education hours offered. *(State Board of Cosmetology Examiners; 820 IAC 6-1-9; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)*

820 IAC 6-1-10 Record retention

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 10. (a) Approved cosmetology educators shall retain a record of attendance for all courses showing date, place, and attendee's name. This record must be signed by the instructor.

(b) Approved cosmetology educators shall maintain for five (5) years the course records required by subsection (a).

(c) Approved cosmetology educators may be asked to provide to the board copies of records required by this section. *(State Board of Cosmetology Examiners; 820 IAC 6-1-10; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3468; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)*

Rule 2. Course Requirements

820 IAC 6-2-1 Continuing education requirements

Authority: IC 25-8-3-23
Affected: IC 25-8-15-9; IC 25-8-16-1

Sec. 1. (a) Every cosmetology professional under IC 25-8:

- (1) whose license has not been classified as inactive under IC 25-8-16-1; or

STATE BOARD OF COSMETOLOGY EXAMINERS

(2) who has not been granted a waiver under IC 25-8-15-9; must complete, during each four (4) year licensure period, at least sixteen (16) hours of the continuing education required by IC 25-8-15 and this article, which are given by approved cosmetology educators. A cosmetology professional shall not be required to obtain more than sixteen (16) hours of continuing education under IC 25-8-15 regardless of the number of licenses that individual may hold.

(b) Measurements and reporting shall be in full hours with a fifty (50) minute instruction period equaling one (1) hour.

(c) Credit toward the hour requirement may be granted only where the length of the educational offering is at least two (2) hours.

(d) No more than eight (8) hours of continuing education may be acquired during any one (1) day.

(e) A cosmetology professional shall not be entitled to any continuing education credit for a course unless the cosmetology professional attends the entire course.

(f) There shall be no minimum requirement of numbers of credit hours to be completed in each single year of the four (4) year licensure period.

(g) Any continuing education credit accumulated above the minimum requirement for a four (4) year licensure period may not be carried forward to the next four (4) year licensure period.

(h) A cosmetology professional who attends the same continuing education course more than once in the same four (4) year licensure period is only entitled to continuing education credit for that course one (1) time only.

(i) An instructor shall be entitled to continuing education credit for courses the instructor teaches. However, an instructor may not be credited for more than six (6) hours of credit for instructing in any four (4) year licensure period. Instructors may not receive credit for repeated courses.

(j) Continuing education hours credited toward license renewal must be relevant to at least one (1) of the licenses held by the individual.

(k) Sale of products is prohibited during a continuing education course. (*State Board of Cosmetology Examiners; 820 IAC 6-2-1; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3468; filed May 17, 2002, 1:15 p.m.: 25 IR 3180; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109*)

820 IAC 6-2-2 Course subjects allowed under IC 25-8-15

Authority: IC 25-8-3-23

Affected: IC 25-8-15-4

Sec. 2. The following course subjects are determined to meet at least one (1) of the criteria listed in IC 25-8-15-4(a):

(1) Communicable diseases, where the course includes discussion on hepatitis, tuberculosis, and acquired immune deficiency syndrome (AIDS).

(2) Disinfecting, sanitation, and sterilization.

(3) Indiana license law.

(4) Occupational safety standards commission (IOSHA) regulations and the safe handling of chemicals.

(5) Accounting procedures.

(6) Retail sales and marketing.

(7) Business management.

(8) Bookkeeping.

(9) Inventory control.

(10) Industry-related computer software applications.

(11) Nutrition.

(12) Advanced cosmetology.

(13) Advanced manicuring.

(14) Advanced esthetics.

(15) Advanced electrology.

(16) Advanced teaching techniques.

(*State Board of Cosmetology Examiners; 820 IAC 6-2-2; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3468; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-2-3 Specific curriculum for cosmetology professionals

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 3. (a) This section establishes the sixteen (16) hour continuing education requirement for cosmetology professionals.

(b) To qualify for license renewal, cosmetology professionals must have at least sixteen (16) hours of continuing education in course subjects listed in section 2 of this rule. The sixteen (16) hours must include at least two (2) hours in each of the following:

- (1) Communicable diseases, including hepatitis, tuberculosis, and acquired immune deficiency syndrome (AIDS).
- (2) Disinfecting, sanitation, and sterilization.
- (3) Indiana license law.
- (4) Occupational safety standards commission (IOSHA) regulations and the safe handling of chemicals.

(State Board of Cosmetology Examiners; 820 IAC 6-2-3; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-2-4 Course qualifications

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 4. The following courses do not qualify for continuing education credit:

- (1) Prelicensing courses under IC 25-8, including those for cosmetology, manicuring, esthetics, electrology, shampoo operator, and instructor.
- (2) Examination preparation.
- (3) In-house training sessions.
- (4) Correspondence.
- (5) Motivational classes or seminars.

(State Board of Cosmetology Examiners; 820 IAC 6-2-4; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-2-5 Renewal applications

Authority: IC 25-8-3-23

Affected: IC 25-1-11; IC 25-8-15-5

Sec. 5. (a) An applicant for license renewal shall certify on the application that the applicant has complied with the continuing education requirements under IC 25-8-15 and this article.

(b) The board may request verification of any information submitted by the applicant and may request the applicant to submit evidence supporting the course credit claimed.

(c) The board may request applicants to prove information as provided in IC 25-8-15-5 in order to verify continuing education hours claimed in the application. Failure to do so shall subject a licensee to the sanctions provided for under IC 25-1-11. *(State Board of Cosmetology Examiners; 820 IAC 6-2-5; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)*

820 IAC 6-2-6 Board review of continuing education compliance

Authority: IC 25-8-3-23

Affected: IC 25-1-11; IC 25-8-15

Sec. 6. (a) If, as the result of an audit or other review, the board determines that continuing education hours a cosmetology professional has claimed do not meet the requirements of IC 25-8-15 and this article, the board shall notify the cosmetology professional of that determination.

(b) A cosmetology professional, who has been notified under subsection (a), may, within thirty (30) days, submit information to the board giving all the substantive reasons in support of the cosmetology professional's position that an adequate number of hours

has been obtained.

(c) A cosmetology professional who submits false information under section 5 of this rule or this section shall be subject to the sanctions provided for under IC 25-1-11. (*State Board of Cosmetology Examiners; 820 IAC 6-2-6; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-2-7 License reinstatements; continuing education requirements

Authority: IC 25-8-3-23

Affected: IC 25-8-4-21

Sec. 7. A cosmetology professional who does not obtain the required continuing education hours during a four (4) year licensure period does not qualify for renewal of the license unless the cosmetology professional has a waiver under section 8 or 9 of this rule. However, such cosmetology professional may cure that deficiency by obtaining the continuing education hours in the next four (4) year licensure period and applying for reinstatement of the license under IC 25-8-4-21. Continuing education hours obtained to cure a deficiency in a prior four (4) year licensure period shall not be double counted by also being included in the licensing period in progress when they are obtained. (*State Board of Cosmetology Examiners; 820 IAC 6-2-7; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-2-8 Waiver of continuing education requirements; licensure in another state

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 8. (a) An applicant for license renewal who is also licensed in another state that requires at least sixteen (16) hours of continuing education over a four (4) year period may apply for and receive a waiver of continuing education requirements if the applicant:

(1) requests the waiver in writing; and

(2) submits proof of completion during the preceding four (4) years of at least sixteen (16) hours of continuing education acceptable for license renewal in the state of licensure.

(b) The board may seek verification of the applicant's request for waiver of continuing education requirements under this section. (*State Board of Cosmetology Examiners; 820 IAC 6-2-8; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-2-9 Inactive license

Authority: IC 25-8-3-23

Affected: IC 25-8-16-1

Sec. 9. An applicant for license renewal may request an inactive license under IC 25-8-16-1 by complying with that section and certifying under penalty of perjury that the applicant will not maintain a cosmetology salon or practice in Indiana. (*State Board of Cosmetology Examiners; 820 IAC 6-2-9; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3470; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

Rule 3. Distance Learning Continuing Education

820 IAC 6-3-1 "Distance education" defined

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15; IC 25-8-16

Sec. 1. (a) As used in this rule, "distance education" means a course in which instruction does not take place in a traditional classroom setting but rather through other media where educator and student are separated by distance and sometimes by time.

(b) Methods of distance learning education include, but are not limited to, the following:

(1) Education by correspondence.

(2) Video instruction.

(3) Internet education.

(c) A provider means an individual or company that creates and delivers continuing education by distance learning methods. (State Board of Cosmetology; 820 IAC 6-3-1; filed Sep 30, 2003, 11:30 a.m.: 27 IR 516)

820 IAC 6-3-2 Distance education courses and providers

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15-4; IC 25-8-16

Sec. 2. (a) The state board of cosmetology examiners (board) must approve continuing education courses offered by a distance learning method and the provider of the distance learning method.

(b) A licensee must complete the distance education course within one (1) year of the date of enrollment.

(c) Course subjects allowed under IC 25-8-15-4, 820 IAC 6-2-2, and 820 IAC 6-2-3 may be taken through distance learning. However, a maximum of fifty percent (50%) (eight (8) hours) of continuing education courses will be credited toward the sixteen (16) hour requirement.

(d) The board must approve a distance education course if the board determines to its satisfaction the following:

(1) The distance education course serves to protect the public by contributing to the maintenance and improvement of the quality of the services provided by the cosmetology professional to the public.

(2) An appropriate and complete application has been filed and approved by the board.

(3) The distance education course meets the content requirements as prescribed in 820 IAC 6-2-2 and 820 IAC 6-2-3.

(4) The distance education course(s) meets all other requirements as prescribed in the statutes and rules, which govern the operation of approved courses.

(State Board of Cosmetology Examiners; 820 IAC 6-3-2; filed Sep 30, 2003, 11:30 a.m.: 27 IR 516)

820 IAC 6-3-3 Approval of distance education course and provider

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15; IC 25-8-16

Sec. 3. In order for a distance education course to be approved for credit, the cosmetology educator shall submit the following information:

(1) For course design, the following:

(A) A plan for submitting substantial changes in the course to the state board of cosmetology examiners (board). Substantial changes include, but are not limited to, the following:

(i) Expanded or reduced course content.

(ii) Changes in the time allotments for portions of the course.

(iii) Changes or redirect learning objectives.

(iv) Change of instructor.

(v) Changes in course delivery method.

(B) A course may provide a test and the participant must score at least a seventy-five percent (75%) to pass and receive credit for the class. Tests may have multiple choice, true/false, fill-in, and/or essays questions with at least twenty (20) questions per two (2) hours of instruction. If a test is not used, an alternate method of timing the licensee's participation must be provided to verify completion of the course.

(2) For course delivery, the following:

(A) Names and qualifications for cosmetology educator, provider, and instructor of the course offered by distance learning methods. Submit their credentials, including any specific training for teaching via the specified delivery method as well as a plan for their continued professional development.

(B) An identity affirmation statement is required. The licensee is required to sign the statement before any certificate of completion for distance learning is issued.

(C) A plan for sufficient security to:

(i) ensure against fraudulent practices;

- (ii) protect licensee identification information; and
 - (iii) verify that the student enrolled in the course is the one who completes the course and any required tests.
- (3) For licensee support services, information about the course, if applicable, including the following:
- (A) Broadcasts and distance site locations.
 - (B) Faculty contact information.
 - (C) Course outline and learning objectives.
 - (D) Testing and grading information.
 - (E) Guidelines regarding what constitutes successful completion of the course.
 - (F) Homework assignments and deadlines.
 - (G) Fees and refunds.
 - (H) Prerequisites for the course.
 - (I) List of required student materials.
 - (J) A list of other support services made available to the students.
- (4) For evaluation and assessment, an evaluation form, which solicits licensee feedback on:
- (A) the delivery approach;
 - (B) the equipment;
 - (C) suggestions for class improvement; and
 - (D) their overall satisfaction with the course.

It is required that every licensee in a distance education course be provided an evaluation form at the conclusion of the course.
(State Board of Cosmetology Examiners; 820 IAC 6-3-3; filed Sep 30, 2003, 11:30 a.m.: 27 IR 516)

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